

STATUTORY DECLARATION
OF
MARK CHARLES ETHERIDGE
EXHIBIT MCE 1

MCEtheridge

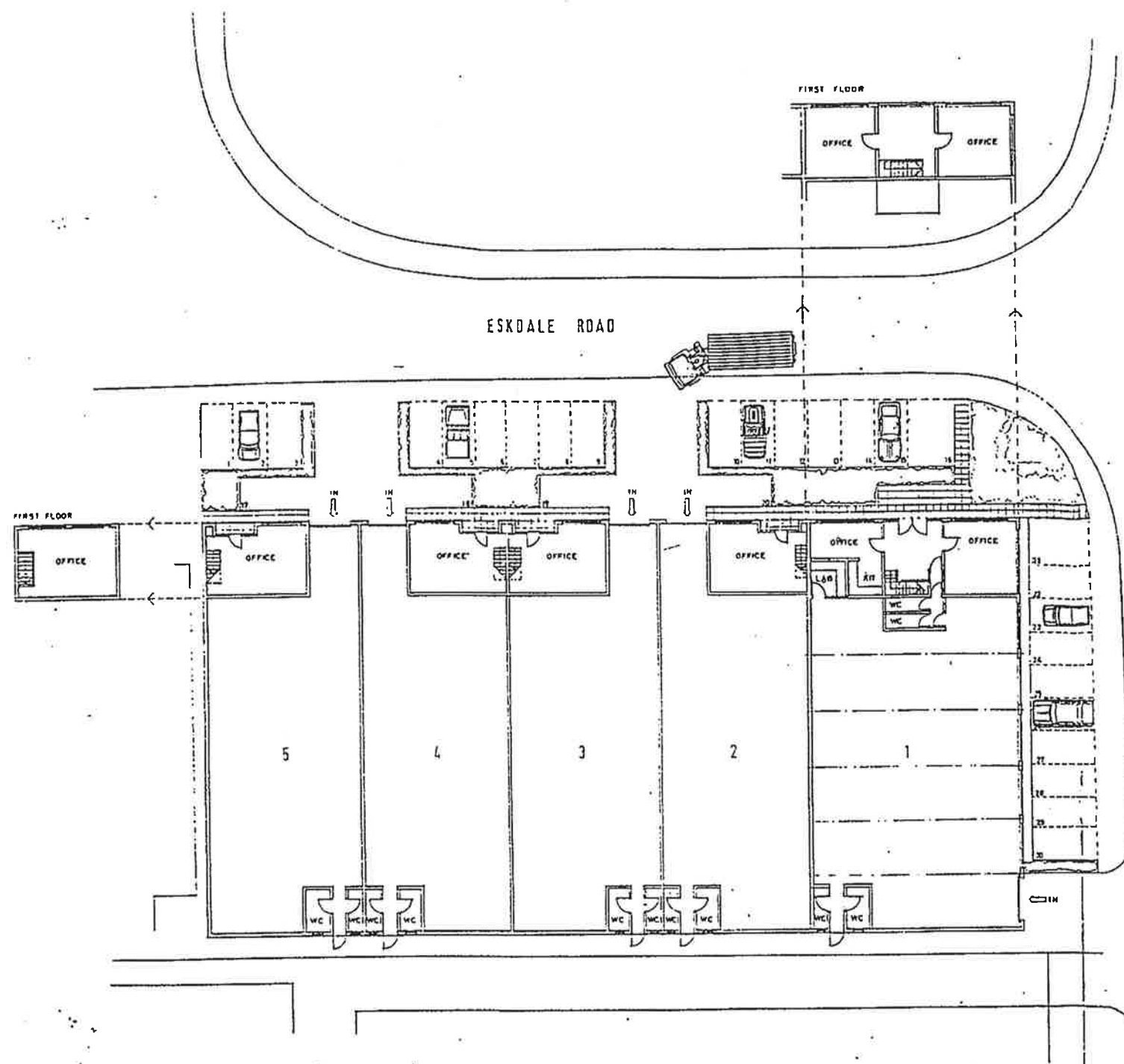
Ali

Andrew Lindsay

Solicitor

31 August 2023

HAL SOLICITORS
8 HIGH STREET
UXBRIDGE
MIDDX UB8 1JN
TEL 01895 251700/270907
FAX 01895 590207



MATERIALS

Walls - multi cream stock brickwork to all elevations.

Windows - powder-coated steel windows with solid or glazed panels.

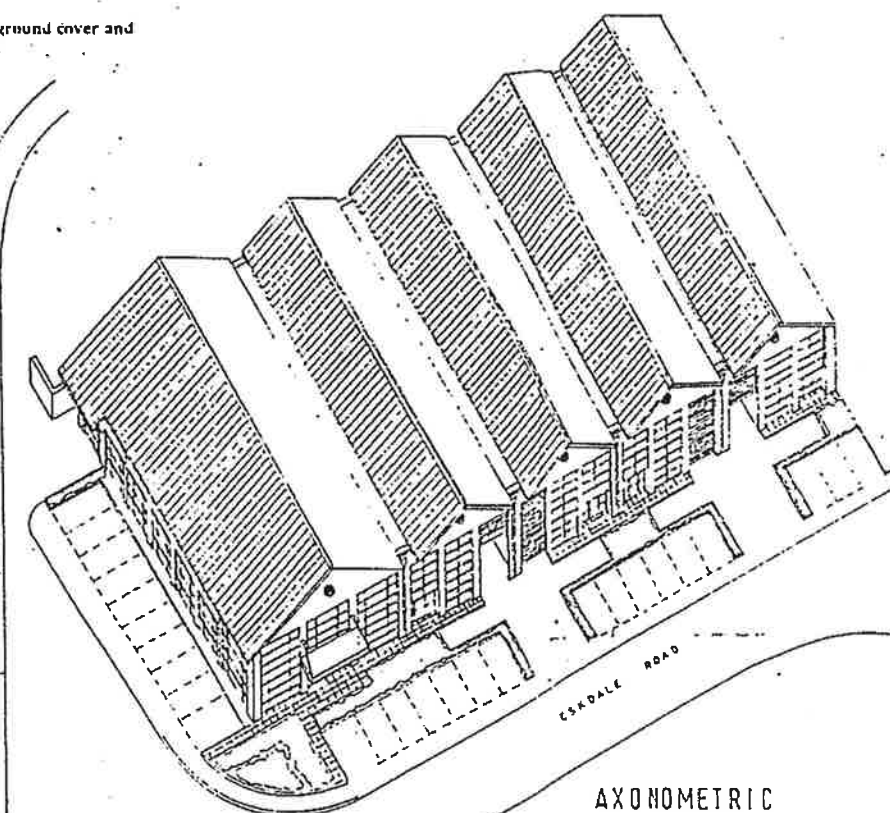
Doors - powder-coated roller shutter doors.

Roof - powder-coated profiled sheet roofing.

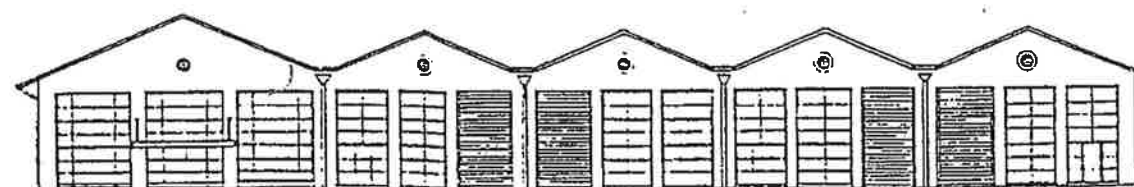
External finishes - small unit concrete paving and brick pavers.

Landscaping - ground cover and shrub planting.

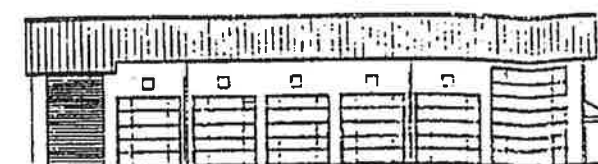
Units	1	2, 3 & 5
Factory	583.3m ² 14126 (12)	279.4m ² 13007 (12)
Carspaces	6	5 per unit
Office	165.0m ² 11776 (12)	70.0m ² 1753 (12)
Carspaces	4	
Total No of carspaces	10	20



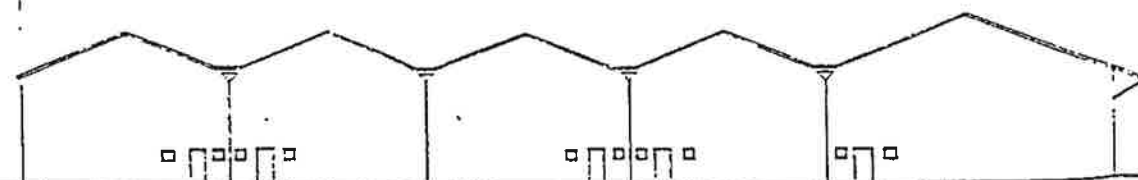
AXONOMETRIC



ESKDALE ROAD ELEVATION

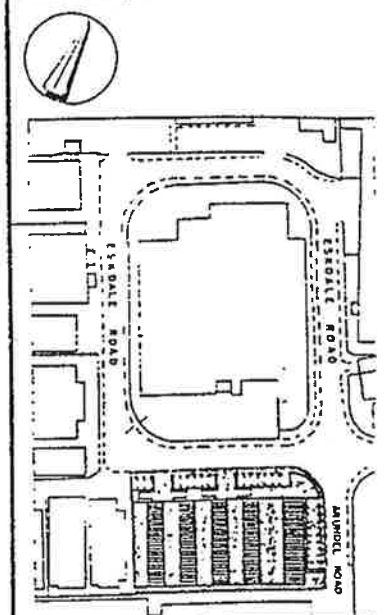


ARUNDEL ROAD ELEVATION



REAR ELEVATION

No dimensions are to be scaled off this drawing and all governing dimensions and levels are to be checked on site before starting work.



SITE PLAN 1/1250

Lyster Grillet & Harding

Architects
49 Goldsmith Road London W12 8QP 01-743 4848
1 Pemberton Place Cambridge CB2 1XB 0223-351826

client
METRO ENGINEERING

job
METRO II ESKDALE ROAD

drawing
PLAN ELEVATIONS & AXONOMETR

date
APRIL 89

drawn
MB PH

scale
1/200

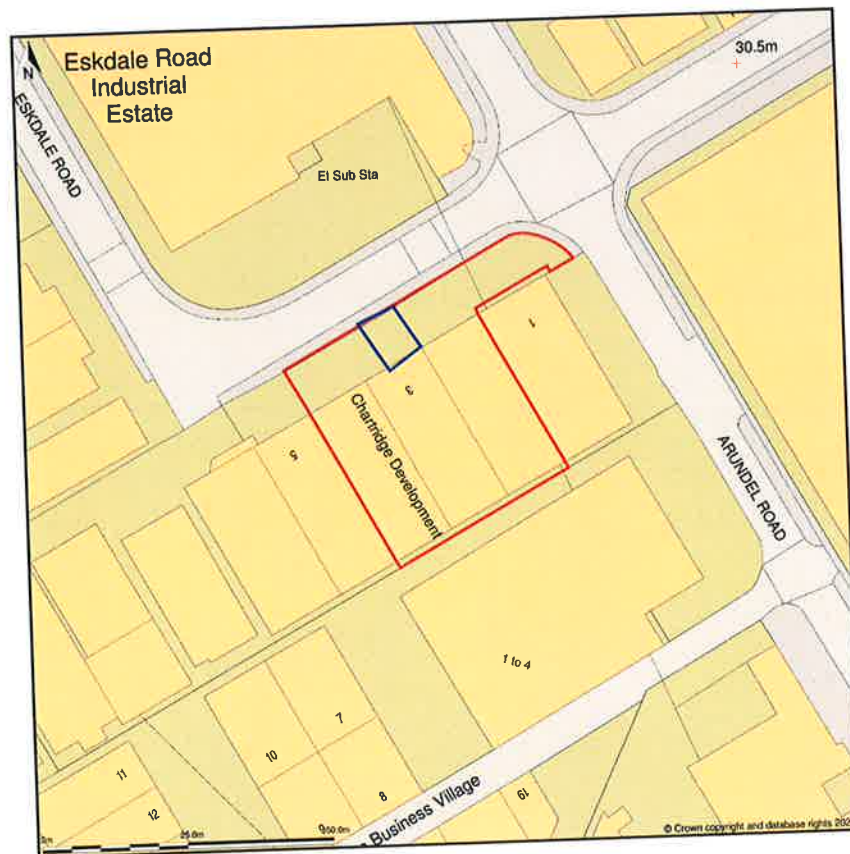
job no.
1173

dwg. no.
02

rev.

STATUTORY DECLARATION
OF
MARK CHARLES ETHERIDGE
EXHIBIT MCE 2

Unit 3, Chartridge Development, Eskdale Road, Uxbridge, Hillingdon, UB8 2RT



Location Plan shows area bounded by: 504582.37, 183030.17 504723.79, 183171.6 (at a scale of 1:1250), OSGridRef: TQ 4658310. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

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STATUTORY DECLARATION
OF
MARK CHARLES ETHERIDGE
EXHIBIT MCE 3



360586-1-065-13029

CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE

This is a legal document: You are obliged to keep your copy of this document for at least 3 years from the start date (see Question 5).

1. Describe the Waste (See guide - enclosed or available from Biffa)Depot/Contract Ref: 581/360586*1*065
Account No.: M20789

1(a) Is the Waste you are transferring (tick one box only):-

Inert



Non-Hazardous



Hazardous



1(b) Is the Waste also (tick if applicable):-

Animal By Product



Liquid Waste



Special Waste



Excluded Waste

2. Please describe the Waste you are transferring by reference to the European Waste Catalogue (E.W.C.) (enter one E.W.C. code only):-

200301

3. Please give any other additional information, including details of any problems your Waste may present, that will effect containment, transport, treatment or disposal of the Waste by any subsequent holder, e.g. type of premises/process from which the Waste is arising:-

NO FURTHER INFORMATION

4. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided)

ANGLISING

5. Date of collection/transfer (for multiple transfers, give "between" dates - unless notified otherwise subject to max. 12 months) 01/09/03 To 31/08/04

6. Current Holder of the Waste (Transferor)

Name (Proprietor/Partners/L.L.P./Company) METRO ENGINEERING AND PLATING

Address ESKDALE RD, UB8 2RT

(a) Are you the producer of the waste? (if yes, ignore questions 6(c) and 6(d))

Yes



No



(b) Have you imported the waste?

Yes



No



(c) Are you the holder of a waste management licence?

Yes



No



If yes, state Licence Number and Issuer:

(d) Are you exempt from the requirement to have a waste management licence?

Yes



No



If yes, give reason:

Are you a registered waste carrier, or exempt from requirement to register as a waste carrier or a waste collection/disposal authority?

NO

If yes, give details (including licence number and issuer as appropriate)

7. Person Receiving the Waste (Transferee)

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 registered in England) of Coronation Road, Cressex, High Wycombe Buckinghamshire HP12 3TZ who is a Registered Waste Carrier and Broker, Registration No. TWE672683/CB, Issued by the E.A., Thames Region

8. How is the waste contained and what is the quantity of the waste? (*Delete as appropriate)

Container	Front End Loader	Rear End Loader	Trade waste Container	Skip	Roll on Bulk Carrier	Tanker	Sacks	Loose	Drums	Other
Size A	61									
No. of Containers B	1									
No. of collections per week/month *C	1									
Quantity of Waste (AxBxC) per week/month*	61									

Container Description 6.1 CU.M FEL

9. Address of collection site (place of transfer) METRO ENG. & PLATING WORKS LTD, UNIT 3 CHARTRIDGE DEVELOPMENT, ESKDALE ROAD, UXBRIDGE, MIDDLESEX, UB8 2RT

Authorised signature(s) of Transferor		for and on behalf of Biffa Waste Services Limited	
		S Montgomery	
Name(s) (please print)		Name (please print)	
Date 24/07/2003		Date 18/7/2003	



Biffa Waste Services Ltd
Nationwide Works
Viking Place
Roath Docks
Cardiff
CF10 4TS

18/07/2003

www.biffa.co.uk

009251 001851 BIF_EPA_RELEASE_M2 384454011

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

RECEIVED

23 JUL 2003

FINAL REMINDER
THIS IS A LEGAL REQUIREMENT -
FAILURE TO COMPLY WITH THIS LETTER WILL RESULT IN THE SUSPENSION OF
YOUR WASTE COLLECTION SERVICE

Dear Customer

Section 34, The Environmental Protection Act 1990 ("EPA")
The Environmental Protection (Duty of Care) Regulations 1991
Controlled Waste Description and Transfer Note ("Transfer Note")

According to our records the current Transfer Note (which is required to effect the lawful collection of your waste) expires on 31/8/2003.

In order that collections of your waste can continue we enclose a further Transfer Note for completion and signature by you. **Note that a failure to return the signed Transfer Note by the due date shall prevent further collections of your waste.**

You may notice that the Transfer Note requires far more information about your waste than has previously been required. Legislation is requiring us all to change our waste management practices with a view, amongst other things, to reducing the environmental impact of landfill. In particular, on the 16th of July 2002 the Landfill regulations^{Note1} introduced changes to the way in which we must manage our waste (for example some waste types are now, or will be, banned from landfill while the classification of other waste types have changed).

Note also that as of **31 August 2002** the Landfill Regulations^{Note1} amended The Environmental Protection (Duty of Care) Regulations 1991 so that **you will now have to also** ^{Note2} **identify your waste by reference to the codes set out in the European Waste Catalogue ("EWC")**. As the EWC contains over 800 different waste types we anticipate that waste producers may have some difficulty approaching and applying the EWC. Biffa have produced a guide to EWC which can be accessed by visiting our website at www.biffa.co.uk, and a guide (enclosed or otherwise available from Biffa) on the completion of your new Transfer Note.

While we are sure that the website and the Transfer Note guide will help you navigate your way through this new requirement, you can also contact us on

029 2045 4012

and we shall try to assist you with the completion of your Transfer Note.

Yours faithfully

S. F. Montgomery

For and on behalf of
Biffa Waste Services Limited

Note 1 - The Landfill (England & Wales) Regulations 2002. In Scotland, and following consultation, the EWC is expected to apply later in 2002.
Note 2 - The obligation to identify waste is additional to the continuing obligation to describe waste on transfer (ref: section 34 EPA)



Guide to Completing the Controlled Waste Description and Transfer Note (referred to as "Transfer Note")

You will have noticed that the Transfer Note looks different. We now require more information about your waste to ensure that it is handled and disposed of safely and lawfully. While we recommend that you make your own enquiries as to your statutory and contractual obligations as regards the management of waste produced by you, we would like to try to help you to complete the transfer note quickly and accurately. Some of the terms used in the transfer note have legal definitions (see notes below). The legal definitions combined with this leaflet should assist with the completion of your Transfer Note.

Question 1(a) - So that we can ensure the lawful and safe disposal of your waste we need you to tick only one box.

Inert Waste¹ - in general, is dry waste that has no biodegradable properties, e.g. uncontaminated subsoil and clean bricks.

Non-Hazardous Waste² - is waste that is not hazardous, e.g. office waste and retail waste. It is legally defined as any waste listed in the European Waste Catalogue (EWC) not denoted with an asterisk and which is otherwise uncontaminated.

Hazardous Waste³ - is waste which has the potential to cause harm to human health or the environment. At a European level, it is legally defined as any waste denoted with an asterisk in the European Waste Catalogue. The UK definition is likely to include any waste which was previously classified as special (see Q1(b) - "Special Waste" below). This will include Cathode Ray Tubes, some types of battery, mercury switches and fluorescent tubes but only if they form the majority of the load. In this case, they will require disposal to a landfill site classified as a hazardous landfill site (and licensed to accept such waste). If they are a small part of a mixed non-hazardous load, then they do not need to be separately identified.

Question 1(b) - Some types of waste will require distinct handling/management (i.e. from landfill disposal). Please indicate here whether any of the following also apply to your waste:-

Animal By Product⁴ - Are substances of animal origin which are not intended for immediate human consumption. These wastes should not be landfilled. However, there are some exceptions e.g. wastes from catering establishments and wastes which are inherently safe or have been processed or rendered safe to certain well defined standards (i.e. leather and horn).

Liquid Waste - is waste that contains more than 250 litres of liquid or where liquid is more than 10% of the load. Liquid is defined as any substance which near instantaneously flows back into an indentation void made in its surface.

Special Waste⁵ - is waste which has the potential to cause harm to human health or the environment as defined by the Special Waste Regulations 1996.

Excluded Waste - are wastes which are banned from landfill. In addition to wastes banned by virtue of the waste management license governing the disposal site to which your waste is delivered, banned wastes are those defined by the Special Waste Regulations 1996 as explosive (H1), oxidising (H2), highly flammable (H3A), flammable (H3B), corrosive (H8), infectious (H9) and, from landfill sites classified as hazardous landfill sites, liquid waste. Note that other waste types will be banned during the course of the next few years.

Question 2 - You are now required to identify your waste by reference to the EWC (use one code only). Details of how you apply the EWC can be obtained on www.biffa.co.uk. While Biffa cannot take on your statutory or contractual obligation to describe your waste, the following is a rough guide:

- If you are placing dry, "general waste", non-hazardous, industrial or commercial waste into one container (which may include wastes that can be separately identified by other EWC codes) your EWC code is likely to be 20 03 01 which is "mixed municipal waste". Note that in Europe "municipal" has a wider definition incorporating commercial or "trade" waste.
- If you are placing one type of waste into your container please refer to the EWC to identify that waste. For example, if you are placing
 - only cardboard packaging into a container then it is likely that the code 15 01 01 "paper and cardboard packaging" will be appropriate or
 - only non-packaging paper and cardboard waste into a container then it is likely that code 20 01 01 will be appropriate or
 - only clean soils and stones into a container and you are in the construction and demolition industry then it is likely that code 17 05 04 will be appropriate.



Question 3 - It is your responsibility to provide a description of the waste that will enable Biffa to manage the waste properly. The EWC code may not be sufficient to fulfil this obligation and you should provide any further applicable information, for instance:

- can the waste be safely mixed with any other waste or are there wastes with which it should not be mixed? ⁶

- can the waste be safely crushed and transferred? ⁶

- can it be disposed of safely in a landfill site with other waste? ⁶

- is it likely to change its physical state during storage or transport? ⁶

Examples might be polystyrene foam that should be covered, filter cake that may become liquid in transit and used containers that may contain flammable products or, otherwise, be contaminated with residue of former content.

You will need to indicate here if the waste that you are transferring contains large proportions of TVs, computer monitors, batteries or fluorescent tubes.

Question 4 - Please describe the type of business from which the waste arises, e.g. bakery, plastic moulding factory, newsagent, restaurant etc.

Question 5 - If this is not pre-printed for you, the start date will be the earlier of the first collection to which the transfer note applies or the day immediately after the expiry date of your current transfer note.

Question 6(a) - You are the producer of the waste if you decide that you have no further use for material in your possession, you want to get rid of it and, in this case, place it into the container provided by Biffa for the purpose.

Question 6(b) - You should tick "yes" only if you have imported waste into the UK. You should tick "no" if your waste arises from products imported into the UK. For example, if you dispose of an unwanted Japanese television then you are not importing waste.

Question 6(c) - If you are not the producer of the waste and you are storing the waste pending its collection and you have a waste management licence please tick "yes" and provide details.

Question 6(d) - If you are not the producer of the waste, have ticked "no" to question 6(c), the waste (which is the subject of the transfer note) has been transferred to you and you are storing the waste pending its collection then it is likely that you will be exempt from the requirement to have a waste management licence. For example, if you provide a container to the waste producer, e.g. you are a landlord or a facilities management company who is responsible for organising waste collection for your tenant(s), such that you are temporarily storing waste on the site where it is produced pending its collection, then you are exempt from the requirement to have a waste management licence and you should give details here.

Question 7 - Waste should be transferred only to an *authorised* person (this is a defined legal term). Biffa is an authorised person by virtue of its carriers registration details of which are pre-printed at question 7.

Question 8 ⁷ - if this is pre-printed, please ensure that it accurately describes the service currently received by you.

The Transfer Note is a legal document and you are obliged to keep a copy for at least 3 years from the date of the first collection of waste to which the Transfer Note refers. It is an offence to knowingly provide false information on the Transfer Note.

- 1 - Landfill (England and Wales) Regulations 2002
- 2 - Landfill (England and Wales) Regulations 2002
- 3 - Landfill (England and Wales) Regulations 2002 and denoted with an asterisk in the E.W.C.
- 4 - Animal By-Products Order 1992 (As amended)
- 5 - Special Waste Regulations 1996
- 6 - From "Waste Management The - Duty of Care - A Code of Practice" March 1996 Edition
- 7 - Does not apply to the first annual transfer note, only applies to renewal transfer notes.



360586-1-065-13395

CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE

This is a legal document: You are obliged to keep your copy of this document for at least 3 years from the start date (see Question 5).

1. Describe the Waste (See guide - enclosed or available from Biffa)

Depot/Contract Ref: 581/360586*1*065

Account No.: M20789

1(a) Is the Waste you are transferring (tick one box only):-

Inert



Non-Hazardous



Hazardous



1(b) Is the Waste also (tick if applicable):-

Animal By Product
(Exc. Catering Waste)

Liquid Waste



Special Waste



Excluded Waste



2. Please identify the Waste you are transferring by reference to the European Waste Catalogue ("EWC") (enter one EWC code only):-

200301

3. Please give any other additional information including details of any problems your Waste may present, that will affect containment, transport, treatment or disposal of the Waste by any subsequent holder, e.g. type of premises/process from which the Waste is arising:-

NO FURTHER INFORMATION RELEVANT

4. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided) AUDITING

5. Date of collection/transfer (for multiple transfers, give "between" dates - unless notified otherwise subject to max. 12 months) 01/09/04 To 31/08/05

6. Current Holder of the Waste (Transferor)

Name (Proprietor/Partners/L.L.P./Company) METRO ENGINEERING AND PLATING

Address ESKDALE RD, UB8 2RT

(a) Are you the producer of the waste? (if yes, ignore questions 6(c) and 6(d))

Yes



No



(b) Have you imported the waste?

Yes



No



(c) Are you the holder of a waste management licence?

Yes



No



If yes, state Licence Number and Issuer:

(d) Are you exempt from the requirement to have a waste management licence?

Yes



No



If yes, give reason (See Guide):

Are you a registered waste carrier, or exempt from requirement to register as a waste carrier or a waste collection/disposal authority?

If yes, give details (including licence number and issuer as appropriate):

7. Person Receiving the Waste (Transferee)

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 registered in England) of Coronation Road, Cressex, High Wycombe Buckinghamshire HP12 3TZ who is a Registered Waste Carrier and Broker, Registration No. TWE672683/CB Issued by the EA, Thames Region

8. How is the waste contained and what is the quantity of the waste? (Delete as appropriate)

Container	Front End Loader	Rear End Loader	Trade waste Container	Shed	Roll on Bulk Carrier	Tanker	Sacks	Loose	Drums	Other
Size (A)	6.1									
No. of Containers (B)	1									
No. of collections per week/month* (C)	1									
Quantity of Waste (AxCxG) per week/month*	6.1									

Container Description 6.1 CU.M FEL

9. Address of collection site (place of transfer) METRO ENG. & PLATING WORKS LTD, UNIT 3 CHARTRIDGE DEVELOPMENT, ESKDALE ROAD, UXBRIDGE, MIDDLESEX, UB8 2RT

<u>MC Etheridge</u> Authorised signature(s) of Transferor <u>M ETHERIDGE</u> Name(s) (please print)	<u>15/7/04</u> Date	<u>S.F. Montgomery</u> for and on behalf of Biffa Waste Services Limited S Montgomery Name (please print)	<u>4/6/2004</u> Date
--	------------------------	---	-------------------------



Biffa Waste Services Ltd
Nationwide Works
Viking Place
Roath Docks
Cardiff
CF10 4TS

www.biffa.co.uk

04/06/2004

020696 004140 BIF_INITIAL_POST 462853011

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

IMPORTANT

The completion of the enclosed documentation is a legal requirement.

Dear Customer

Section 34, The Environmental Protection Act 1990 ("EPA")
The Environmental Protection (Duty of Care) Regulations 1991
Controlled Waste Description and Transfer Note ("Transfer Note")

According to our records the current Transfer Note (which is required to effect the lawful collection of your waste) expires on 31/8/2004.

Please find enclosed your new Transfer Note for completion and signature by you. Note that a failure to return the signed Transfer Note by the due date shall prevent further collections of your waste.

Note also that as of 31st August 2002 the Landfill Regulations ^{Note 1} amended The Environmental Protection (Duty of Care) Regulations 1991 so that you now have to also ^{Note 2} identify your waste by reference to the codes set out in the European Waste Catalogue ("EWC")

To assist you we have enclosed a set of **Guidance Notes** with examples of codes and a **Customer Helpdesk Telephone Number** for assistance.

Please complete both Transfer Notes retaining one copy for your records and returning the other copy to the above address.

We understand that this is a complicated requirement, however, Biffa cannot collect your waste past the start date of the enclosed Transfer Note unless and until the completed and signed Transfer Note is received at the address above.

Yours faithfully

S. F. Montgomery

For and on behalf of
Biffa Waste Services Limited

Note 1 - The Landfill (England & Wales) Regulations 2002. In Scotland, and following consultation, the EWC is expected to apply later in 2002.
Note 2 - The obligation to identify waste is additional to the continuing obligation to describe waste on transfer (ref: section 34 EPA)



592850-1-085-13698

CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE

This is a legal document: You are obliged to keep your copy of this document for at least 3 years from the start date (see Question 5).

1. Describe the Waste (See Guide – enclosed or available from Biffa)

Depot/Contract : 581/592850*1*085

Account No: M20789

1(a) Is the Waste you are transferring (tick one box only):-

Inert

☐

Non- Hazardous

☒

Hazardous

☐

1(b) Is the Waste also (tick if applicable):-

Animal By Product

☐

(Other than Catering waste)

Liquid Waste

☐

Special Waste

☐

Excluded Waste

☐2. Please identify the Waste you are transferring by reference to the European Waste Catalogue ("E.W.C.") (enter one E.W.C. code only):-

2 0 0 3 0 1

3. Please provide a brief description of the waste. (See Guide)GENERAL OFFICE WASTE & LIGHT INDUSTRIAL WASTE
INCLUDING PACKAGING & CATERING WASTE4. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided): ANODISING5. Date of collection/transfer (for multiple transfers, give "between" dates – unless notified otherwise subject to max. 12 months) : 01/07/05 To 30/06/06

6. Current Holder of the Waste ("Transferor")

Name (Proprietor/Partners/L.L.P./Company): METRO ENGINEERING AND PLATINGAddress: ESKDALE RD UB8 2RT

(a) Are you the producer of the waste? (if yes, ignore questions 6(c) and 6(d))

Yes

☒

No

☐

(b) Have you imported the waste?

Yes

☐

No

☒

(c) Are you the holder of a waste management licence?

Yes

☐

No

☒

If yes, state Licence Number and Issuer:

(d) Are you exempt from the requirement to have a waste management licence?

Yes

☐

No

☐If yes, give reason: (See Guide)

Are you a registered waste carrier, or exempt from requirement to register as a waste carrier or a waste collection/disposal authority?

If yes, give details (including licence number and issuer as appropriate)


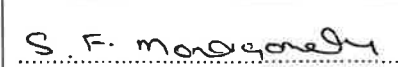
7. Person Receiving the Waste ("Transferee")

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 – registered in England) of Coronation Road, Cressex, High Wycombe
Buckinghamshire HP12 3TZ who is a Registered Waste Carrier and Broker, Registration No. TWE672683/CB, Issued by the E.A., Thames Region

8. How is the waste contained and what is the quantity of the waste? (*Delete as appropriate)

Container	Front End Loader	Rear End Loader	Trade Waste Container	Skip	Roll on Bulk Carrier	Tanker	Sacks	Loose	Drums	Other
Size A	8.0									
No. of Containers B	1									
No. of collections per week/month * C	1									
Quantity of Waste (AxBxC) per week/month*	8									

Container Description 8.0 CU.M FELAddress of collection site (place of transfer) METRO ENG. & PLATING WORKS LTD UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD UXBRIDGEMIDDLESEX UB8 2RT

 Authorised signature(s) of Transferor	 for and on behalf of Biffa Waste Services Limited
<u>MCE</u> Name(s) (please print)	<u>S.F. MONTGOMERY (MRS)</u> Name (please print)
<u>24/05</u> Date	<u>25/03/05</u> Date

CUSTOMER COPY

Guide to Completing the Controlled Waste Description and Transfer Note (referred to as "Transfer Note")

While we recommend that you make your own enquiries as to your statutory and contractual obligations as regards the management of waste produced by you, we would like to try to help you to complete the transfer note quickly and accurately. Some of the terms used in the transfer note have legal definitions (see notes below).

While we are sure that this guide will help you navigate your way through this new requirement, you can also contact our Customer Helpdesk on 029 2045 4012 between 08.30-17.00 hrs Mon – Fri for assistance.

Question 1(a) – Please tick only one box.

Inert Waste – is dry waste that has no biodegradable properties, e.g. uncontaminated subsoil and clean bricks. The following European Waste Catalogue (EWC) codes are considered inert if otherwise uncontaminated and from a single defined source 10 11 03, 15 01 07, 17 01 01, 17 01 02, 17 01 03, 17 01 07, 17 02 02, 17 05 04, 19 12 05, 20 01 02, 20 02 02. The full list of codes can be found at http://www.biffa.co.uk/pdfs/EWC_Paper-v1.09.pdf

Non-Hazardous Waste – is legally defined as any waste listed in the EWC not denoted with an asterisk and which is otherwise uncontaminated.

Hazardous Waste – is waste which has the potential to cause harm to human health or the environment. At a European level, it is legally defined as any waste denoted with an asterisk in the European Waste Catalogue. The UK definition will include the vast majority of wastes which were previously classified as special (see Q1(b) – "Special Waste" below). Fluorescent tubes are considered hazardous if they have been separately collected at any stage during the disposal chain (for example as part of maintenance activity). Where one or two tubes are part of a container of mixed general waste, they will not render that waste hazardous other than in Scotland where SEPA have defined fluorescent tubes as hazardous waste regardless of the quantity. Cathode Ray Tubes (found in television sets and computer monitors) and some types of batteries are considered hazardous in commercial waste and their inclusion would therefore render that waste hazardous. The Joint Agency's guidance on the 'Interpretation of the Definition & Classification of Hazardous Waste (WM2)' provides further clarification.

Note that if you indicate that your waste is non-hazardous then the EWC code given at question 2 must not be followed with an asterisk. If the EWC code which best identifies your waste is followed by an asterisk then you should identify your waste as hazardous at question 1(a).

Question 1(b) – Some types of waste will require specialised handling and disposal. Please indicate here whether any of the following also apply to your waste:-

Animal By Product ⁴ – Is animal carcasses, parts of animal carcasses (including blood) or products of animal origin which are not intended for immediate human consumption. In general, animal by products should not be landfilled although the following exceptions apply:

- (1) "Catering Waste" is an animal by product which can be landfilled. Catering Waste is waste which arises from domestic properties and from catering establishments such as restaurants, cafes etc.
- (2) animal by products which are inherently safe or which have been processed or rendered safe to certain well defined standards (i.e. leather and horn).

DO **NOT** TICK THE ANIMAL BY PRODUCT BOX IF your animal by product waste arises from a catering establishment (i.e. premises preparing food for immediate consumption) for example: hotels, cafes, restaurants and snack/sandwich bars.

TICK THE ANIMAL BY PRODUCT BOX IF you are a food retailer, distributor or manufacturer and the waste is - or contains - raw meat.

Liquid Waste – is waste that contains more than 250 litres of liquid or where liquid is more than 10% of the load. Liquid is defined as any substance which near instantaneously flows back into an indentation void made in its surface.

Special Waste ⁵ – is waste which has the potential to cause harm to human health or the environment as defined by the Special Waste Regulations 1996.

Excluded Waste – are wastes which cannot be accepted at the designated landfill site. If your waste is hazardous or otherwise is not dry, general, non-special, industrial or commercial waste then it is recommended that you satisfy yourself that the landfill site is licensed to accept the waste. You can do this by telephoning your Biffa depot.





Question 2 – You are now required to identify your waste by reference to the EWC (use one code only). Details of how you apply the EWC can be obtained on www.biffa.co.uk or by contacting our **Customer Helpdesk 029 2045 4012 between 08.30-17.00hrs Mon – Fri.**

While Biffa cannot take on your statutory or contractual obligation to describe your waste, the following is a rough guide:

- If you are placing mixed dry, "general", non-hazardous, industrial or commercial waste into one container (for example plastic, cardboard, office waste, canteen waste etc) your EWC code is likely to be 20 03 01 which is "mixed municipal waste". Note that in Europe "municipal" has a wider definition incorporating commercial or "trade" waste.
- If you are placing one type of waste into your container please refer to the EWC to identify that waste. For example, if you are placing
 - only cardboard packaging into a container then it is likely that code 15 01 01 "paper and cardboard packaging" will be appropriate or
 - only non-packaging paper and cardboard waste into a container then it is likely that code 20 01 01 will be appropriate

Question 3 – It is your responsibility to provide a brief written description of the waste such as "General office waste" or "Nursing home waste including incontinence pads" or "Light industrial waste including electrical items and catering waste". This section also enables you to provide any further applicable codes, text or information that will enable Biffa to manage the waste correctly. For instance,

- can the waste be safely mixed with any other waste or are there wastes with which it should not be mixed?⁶
- can the waste be safely crushed and transferred?⁶
- can it be disposed of safely in a landfill site with other waste?⁶
- is it likely to change its physical state during storage or transport?⁶
- does the waste contain small amounts of other materials which have a hazardous entry in the EWC?
- does the waste contain other obnoxious materials which require special handling (e.g. excrement)?

Examples might be polystyrene foam that should be covered, filter cake that may become liquid in transit and used containers that may contain flammable products or, otherwise, be contaminated with residue of former content. It would also be helpful to identify your waste in terms of whether it is industrial or commercial waste.

Question 4 – Please describe the type of business from which the waste arises, e.g. bakery, plastic moulding factory, newsagent, restaurant etc.

Question 5 – If this is not pre-printed for you, the start date will be the earlier of the first collection to which the transfer note applies or the day immediately after the expiry date of your current transfer note.

Question 6(a) – You are the producer of the waste if you decide that you have no further use for material in your possession, you want to get rid of it and, in this case, place it into the container provided by Biffa for the purpose.

Question 6(b) – You should tick "yes" only if you have imported waste into the UK. You should tick "no" if your waste arises from products imported into the UK. For example, if you dispose of an unwanted Japanese television then you are not importing waste.

Question 6(c) – If you are not the producer of the waste and you are holding/storing the waste pending its collection and you have a waste management licence please tick "yes" and provide details.

Question 6(d) – If you have not produced the waste but you are the current holder of the waste and you do not have a waste management licence, please provide details of your exemption from the requirement to hold a waste management licence. Waste cannot be kept on any land without a waste management licence but exemptions are available for certain activities and you should refer to Schedule 3 to the Waste Management Licensing Regulations 1994 (as amended). Schedule 3 contains some 45 exempt activities, including:

- at paragraph 41, the temporary storage of waste, pending its collection, on the site where it is produced; and
- at paragraph 40, the storage of non-liquid waste at any place other than the premises where it is produced.

Question 7 – Waste should be transferred only to an *authorised person* (this is a defined legal term). Biffa is an authorised person by virtue of its carriers registration details of which are pre-printed at question 7.

Question 8 – if this is pre-printed, please ensure that it accurately describes the service currently received by you.

Finally, please ensure that the Transfer Note is signed by an authorised signatory before returning to the address stated on the covering letter.

The Transfer Note is a legal document and you are obliged to keep a copy for at least 3 years from the date of the first collection of waste to which the Transfer Note refers. It is an offence to knowingly provide false information on the Transfer Note.

- | | | |
|---|---|--|
| 1 | - | Landfill (England and Wales) Regulations 2002 |
| 2 | - | Landfill (England and Wales) Regulations 2002 |
| 3 | - | Landfill (England and Wales) Regulations 2002 and denoted with an asterisk in the E.W.C. |
| 4 | - | Animal By-Products Order 1992 (As amended) |
| 5 | - | Special Waste Regulations 2003 |
| 6 | - | From "Waste Management – The Duty of Care – A Code of Practice" March 1996 Edition |





A member of the Severn Trent Group

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Nationwide Works
Viking Place
Roath Docks
Cardiff
CF10 4TS

www.biffa.co.uk

23/03/05

BFF01_EPA_REN_125828.pa/001086/000220/000001

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
LUXBRIDGE
MIDDLESEX
UB8 2RT

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
LUXBRIDGE
MIDDLESEX
VELOPMENT

TRANSFER NOTE RENEWAL

The completion of the enclosed document is a legal requirement.

Dear Customer

Section 34, The Environmental Protection Act 1990 ("EPA")
The Environmental Protection (Duty of Care) Regulations 1991
Controlled Waste Description and Transfer Note ("Transfer Note")

According to our records the current Transfer Note (which is required to effect the lawful collection of your waste) expires on 30/06/05. In order that collections of your waste can continue we enclose a new Transfer Note for completion and signature by you.

You may notice that the Transfer Note requires far more information about your waste than has previously been required. Legislation is requiring us all to change our waste management practices with a view, amongst other things, to reducing the environmental impact of landfill

To assist you we have enclosed a set of **Guidance Notes** with examples of codes and a **Customer Helpdesk Telephone Number** for assistance.

Please complete both Transfer Notes retaining one copy for your records and returning the other copy to the above address.

Yours faithfully

S. F. Monaghan

For and on behalf of
Biffa Waste Services Limited





592850-1-085-14063

CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE

This is a legal document: You are obliged to keep your copy of this document for at least 3 years from the start date (see Question 5).

1. Describe the Waste (**See Guide** – enclosed or available from Biffa)

Depot/Contract : 581/592850*1*085

Account No: M20789

1(a) Is the Waste you are transferring (tick one box only):-

Inert

☐

Non- Hazardous

☒

Hazardous

☐

1(b) Is the Waste also (tick if applicable):-

Animal By Product

☐

(Other than Catering waste)

Liquid Waste

☐

Special Waste

☐

Excluded Waste

☐2. Please identify the Waste you are transferring by reference to the European Waste Catalogue ("E.W.C.") (enter **one** E.W.C. code only):-

2 0 0 3 0 1

3. Please provide a brief description of the waste. (**See Guide**)GENERAL OFFICE WASTE & LIGHT INDUSTRIAL WASTE
INCLUDING PACKAGING & CANTEEN WASTE

4. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided): ANODISERS

Date of collection/transfer (for multiple transfers, give "between" dates – unless notified otherwise subject to max 12 months) 01/07/06 To 30/06/07

6. Current Holder of the Waste ("Transferor")

Name (Proprietor/Partners/L.L.P./Company): METRO ENGINEERING AND PLATING

Address: ESKDALE RD UB8 2RT

(a) Are you the producer of the waste? (if yes, ignore questions 6(c) and 6(d))

Yes

☒

No

☐

(b) Have you imported the waste?

Yes

☐

No

☒

(c) Are you the holder of a waste management licence?

Yes

☐

No

☒

If yes, state Licence Number and Issuer:

(d) Are you exempt from the requirement to have a waste management licence?

Yes

☐

No

☐If yes, give reason: (**See Guide**)

Are you a registered waste carrier, or exempt from requirement to register as a waste carrier or a waste collection/disposal authority?

If yes, give details (including licence number and issuer as appropriate)

7. Person Receiving the Waste ("Transferee")

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 – registered in England) of Coronation Road, Cressex, High Wycombe
Buckinghamshire HP12 3TZ who is a Registered Waste Carrier and Broker, Registration No. TWE672683/CB, Issued by the E.A., Thames Region



8. How is the waste contained and what is the quantity of the waste? (*Delete as appropriate)

Container	Front End Loader	Rear End Loader	Trade Waste Container	Skip	Roll on Bulk Carrier	Tanker	Sacks	Loose	Drums	Other
Size A	8.0									
No. of Containers B	1									
No. of collections per week/month * C	1									
Quantity of Waste (AxBxC) per week/month*	8									

Container Description 8.0 CU.M FEL

Address of collection site (place of transfer) METRO ENG. & PLATING WORKS LTD UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD

UXBRIDGE MIDDLESEX UB8 2RT

 Authorised signature(s) of Transferor	 for and on behalf of Biffa Waste Services Limited
MCE Name(s) (please print)	S.F. MONTGOMERY (MRS) Name (please print)
18/4/06 Date	01/04/06 Date

CUSTOMER COPY



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Biffa Waste Services Ltd
Nationwide Works
Viking Place
Roath Docks
Cardiff
CF10 4TS

www.biffa.co.uk

30/03/06

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ESKDALE ROAD
UXBRIDGE
MIDDLESEX
VELOPMENT

TRANSFER NOTE RENEWAL

The completion of the enclosed document is a legal requirement.

Dear Customer

Section 34, The Environmental Protection Act 1990 ("EPA")
The Environmental Protection (Duty of Care) Regulations 1991
Controlled Waste Description and Transfer Note ("Transfer Note")

According to our records the current Transfer Note (which is required to effect the lawful collection of your waste) expires on 30/06/06. In order that collections of your waste can continue we enclose a new Transfer Note for completion and signature by you.

You may notice that the Transfer Note requires far more information about your waste than has previously been required. Legislation is requiring us all to change our waste management practices with a view, amongst other things, to reducing the environmental impact of landfill.

To assist you we have enclosed an Information pack that provides you with advice on completing the Transfer Notes accurately, also enclosed is a list of Biffa's services we can provide and a Customer Helpdesk telephone number.

Please complete both Transfer Notes retaining one copy for your records and returning the other copy to the above address.

Yours faithfully

S. F. Montgomery

For and on behalf of
Biffa Waste Services Limited





Guide to Completing the Controlled Waste Description and Transfer Note **(referred to as "Transfer Note")**

While we recommend that you make your own enquiries as to your statutory and contractual obligations as regards the management of waste produced by you, we would like to try to help you to complete the transfer note quickly and accurately. Some of the terms used in the transfer note have legal definitions (see notes below).

Question 1(a) – Please tick only one box.

Inert Waste – in general, is dry waste that has no biodegradable properties, e.g. **uncontaminated subsoil and clean bricks**. (This waste must not be mixed with any other waste types). The full definition of Inert Waste can be found in The Landfill Regulations.¹

Non-Hazardous Waste – is legally defined in the Hazardous Waste Regulations² as any waste listed in the European Waste Catalogue (EWC)³ **not** denoted with an asterisk and which is otherwise uncontaminated, eg **paper, plastic, cardboard, office waste, canteen waste, hotel and restaurant waste etc.**

Hazardous Waste (England Wales Northern Ireland only) – is waste which has the potential to cause harm to human health or the environment. At a European level, it is legally defined as any waste denoted with an asterisk in the European Waste Catalogue (EWC). The UK definition will include the vast majority of wastes which were previously classified as special (see Q1(b) – "Special Waste" below). The Joint Agency's guidance on the 'Interpretation of the Definition & Classification of Hazardous Waste (WM2)' provides further clarification and is applicable throughout the UK.

Question 1(b) – Some types of waste will require specialised handling and disposal. Please indicate here whether any of the following also apply to your waste:-

Animal By-Product⁴ – Is animal carcasses, parts of animal carcasses (including raw meat, fish and blood) or products of animal origin which are not intended for immediate human consumption. Loads containing Animal By-Products should be accompanied by additional paperwork known as 'Commercial Documents'. They should be stored and transported in labelled, sealed, leakproof containers which require cleansing and disinfecting after each use.

DO NOT TICK THE ANIMAL BY-PRODUCT BOX if your animal by-product waste arises from a catering establishment (i.e. premises preparing food for immediate consumption) for example: hotels, cafes, restaurants and snack/sandwich bars.
TICK THE ANIMAL BY-PRODUCT BOX IF you are a food retailer or food manufacturer and the waste is - or it contains - raw meat and raw meat products

In general, animal by-products should not be land filled although the following exceptions apply:

- (1) "Catering Waste" is an animal by-product, which can be landfilled. Catering Waste is waste which, amongst other things, arises from domestic properties and from catering establishments;
- (2) "Former foodstuffs" which includes cooked ham, ready meals containing cooked meat, cooked pies, cooked pasties, dips containing cooked meat, cooked frankfurter and cocktail sausages and honey in sealed containers.
- (3) animal by-products which are inherently safe or which have been processed or rendered safe to certain well defined standards (i.e. leather and horn).

Liquid Waste – is waste that contains more than 250 litres of liquid or where liquid is more than 10% of the load. Liquid is defined as any substance which near instantaneously flows back into an indentation void made in its surface

Special Waste (Only tick this box if your waste is produced in Scotland). In practice this is the same as Hazardous waste in England, Wales and Northern Ireland but is known as Special Waste⁵ in Scotland. It is legally defined as any waste denoted with an asterisk in the European Waste Catalogue. The Joint Agency's guidance on the 'Interpretation of the Definition & Classification of Hazardous Waste (WM2)' provides further clarification and is applicable throughout the UK.

Excluded Waste – are wastes which cannot be accepted at the designated disposal site. If your waste is hazardous or is not dry, general, non-hazardous (non-special in Scotland), industrial or commercial waste then it is recommended that you satisfy yourself that the disposal site is licensed to accept the waste. You can do this by telephoning your Biffa depot.

Question 2 – You are now required to identify your waste by reference to the EWC using the code which best describes your waste (use one code only in section 2). While Biffa cannot take on your statutory or contractual obligation to describe your waste, there are a few commonly used codes in the table below to assist you. If you wish to use additional codes then please write these alongside the brief description in question 3. **Should you require further assistance then please contact the Customer Helpdesk 029 2045 4012 between 8.30-17.00hrs Mon-Fri**

WASTE TYPES- MIXED	EWV CODE	DESCRIPTION
Non-Hazardous-Mixed-Dry-General Industrial/Commercial waste in one container	20 03 01	Paper, cardboard, plastics, wood, catering waste, office waste, household waste etc.
Non-Hazardous – Mixed-Dry Construction and Demolition Waste in one container	17 09 04	Builders Waste – bricks, wood, rubble, window frames, doors etc.
WASTE TYPES - SEPARATED	EWV CODE	DESCRIPTION
Non- Hazardous packaging	15 01 01	Paper/Cardboard packaging
Non-Hazardous packaging	15 01 03	Wooden packaging - Pallets/Crates etc
Non-Hazardous office paper	20 01 01	Paper/Magazines - non packaging



Question 3 – A brief written description of the waste must be given. This section also enables you to provide any further applicable codes, text or information. For instance:

- can the waste be safely mixed with any other waste or are there wastes with which it should not be mixed?⁶
- can the waste be safely crushed and transferred?⁶
- can it be disposed of safely in a landfill site with other waste?⁶
- is it likely to change its physical state during storage or transport?⁶
- does the waste contain small amounts of other materials which have a hazardous entry in the EWC?
- does the waste contain other obnoxious materials which require special handling (e.g. excrement)?

Examples might be polystyrene foam that should be covered, filter cake that may become liquid in transit and used containers that may contain flammable products or, otherwise, be contaminated with residue of former content. It would also be helpful to identify your waste in terms of whether it is industrial or commercial waste.

Question 4 – Please describe the type of business from which the waste arises, e.g. bakery, plastic moulding factory, newsagent, restaurant etc.

Question 5 – If this is not pre-printed for you, the start date will be the earlier of the first collection to which the transfer note applies or the day immediately after the expiry date of your current transfer note.

Question 6(a) – You are the producer of the waste if you decide that you have no further use for material in your possession, you want to get rid of it and, in this case, place it into the container provided by Biffa for the purpose.

Question 6(b) – You should tick “yes” only if you have imported waste into the UK. You should tick “no” if your waste arises from products imported into the UK. For example, if you dispose of an unwanted Japanese television then you are not importing waste.

Question 6(c) – If you are not the producer of the waste and you are holding/storing the waste pending its collection and you have a waste management licence please tick “yes” and provide details.

Question 6(d) – If you have not produced the waste but you are the current holder of the waste and you do not have a waste management licence, please provide details of your exemption from the requirement to hold a waste management licence. Waste cannot be kept on any land without a waste management licence but exemptions are available for certain activities and you should refer to Schedule 3 to the Waste Management Licensing Regulations 1994 (as amended). Schedule 3 contains some 45 exempt activities, including:

- at paragraph 41, the temporary storage of waste, pending its collection, on the site where it is produced; and
- at paragraph 40, the storage of non-liquid waste at any place other than the premises where it is produced.

Question 7 – Waste should be transferred only to an *authorised person* (this is a defined legal term). Biffa is an authorised person by virtue of its carriers registration details of which are pre-printed at question 7.

Question 8 – If this is pre printed, please ensure that it accurately describes the service currently received by you.

Finally, please ensure that the Transfer Note is signed by an authorised signatory before returning to the address stated on the covering letter.

If you require any further assistance then please contact the Customer Helpdesk on telephone number 029-2045-4012 between 8.30-17.00hrs Monday to Friday.

The Transfer Note is a legal document and you are obliged to keep a copy for at least 3 years from the date of the first collection of waste to which the Transfer Note refers. It is an offence to knowingly provide false information on the Transfer Note.

- 1- Landfill (England and Wales) Regulations 2002 as amended <http://www.opsi.gov.uk/si/si2002/20021559.htm> corresponding regulations apply in Scotland and Northern Ireland and can be found : <http://www.opsi.gov.uk/stat.htm>
- 2- Hazardous Waste (England and Wales) Regulations 2005 <http://www.opsi.gov.uk/si/si2005/20050894.htm> corresponding regulations apply in Northern Ireland and can be found : <http://www.opsi.gov.uk/stat.htm>
- 3- The EWC has been fully implemented in to English Law by List of waste (England) Regulations 2005 <http://www.opsi.gov.uk/si/si2005/20050805.htm> corresponding regulations apply in Wales and Northern Ireland and can be found : <http://www.opsi.gov.uk/stat.htm>
- 4- Animal By-Products (England) Regulations 2003 <http://www.opsi.gov.uk/si/si2003/20031482.htm> corresponding regulations apply in Wales Scotland and Northern Ireland and can be found : <http://www.opsi.gov.uk/stat.htm>
- 5- The Special Waste Amendment (Scotland) Regulations 2004 as amended <http://www.opsi.gov.uk/legislation/scotland/ssi2004/20040112.htm>
- 6- From “Waste Management – The Duty of Care – A Code of Practice” March 1996 Edition



769318-1-085-14337

CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE

This is a legal document: You are obliged to keep your copy of this document for at least 3 years from the start date (see Question 5).

1. Describe the Waste (See Guide – enclosed or available from Biffa)

Depot/Contract : 581/769318*1*085

Account No: M20789

1(a) Is the Waste you are transferring (tick one box only):-

Inert

☐

Non- Hazardous

☒

Hazardous

☐

1(b) Is the Waste also (tick if applicable):-

Animal By Product
(Other than Catering waste)☐

Liquid Waste

☐

Special Waste

☐

Excluded Waste

☐2. Please identify the Waste you are transferring by reference to the European Waste Catalogue ("E.W.C.") (enter one E.W.C. code only):-

2 0 0 3 0 1

3. Please provide a brief description of the waste. (See Guide)GENERAL OFFICE WASTE & LIGHT INDUSTRIAL WASTE
INCLUDING PACKAGING & CANTEEN WASTE

4. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided):

ANODISERS

5. Date of collection/transfer (for multiple transfers, give "between" dates unless notified otherwise subject to max. 12 months) : 01/04/07 To 31/03/08

6. Current Holder of the Waste ("Transferor")

Name (Proprietor/Partners/L.L.P./Company): METRO ENGINEERING AND PLATING

Address: ESKDALE RD UB8 2RT

(a) Are you the producer of the waste? (if yes, ignore questions 6(c) and 6(d))

Yes

☒

No

☐

(b) Have you imported the waste?

Yes

☐

No

☒

(c) Are you the holder of a waste management licence?

Yes

☐

No

☒

If yes, state Licence Number and Issuer:

(d) Are you exempt from the requirement to have a waste management licence?

Yes

☐

No

☐If yes, give reason: (See Guide)

Are you a registered waste carrier, or exempt from requirement to register as a waste carrier or a waste collection/disposal authority?

If yes, give details (including licence number and issuer as appropriate)

7. Person Receiving the Waste ("Transferee")

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 – registered in England) of Coronation Road, Cressex, High Wycombe
Buckinghamshire HP12 3TZ who is a Registered Waste Carrier and Broker, Registration No. TWE672683/CB, Issued by the E.A., Thames Region


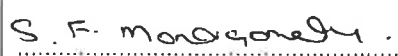
8. How is the waste contained and what is the quantity of the waste? (*Delete as appropriate)

Container	Front End Loader	Rear End Loader	Trade Waste Container	Skip	Roll on Bulk Carrier	Tanker	Sacks	Loose	Drums	Other
Size A	8.0									
No. of Containers B	1									
No. of collections per week/month * C	1									
Quantity of Waste (AxBxC) per week/month*	8									

Container Description 8.0 CU.M FEL

Address of collection site (place of transfer) METRO ENG. & PLATING WORKS LTD UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD

UXBRIDGE MIDDLESEX UB8 2RT

 Authorised signature(s) of Transferor	 for and on behalf of Biffa Waste Services Limited
MCE Name(s) (please print)	S.F. MONTGOMERY (MRS) Name (please print)
15/1/07 Date	06/01/07 Date

CUSTOMER COPY



Biffa Waste Services Ltd
Nationwide Works
Viking Place
Roath Docks
Cardiff
CF10 4TS

www.biffa.co.uk

04/01/07



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TRANSFER NOTE RENEWAL

The completion of the enclosed document is a legal requirement.

Dear Customer

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The Environmental Protection (Duty of Care) Regulations 1991
Controlled Waste Description and Transfer Note ("Transfer Note")

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To assist you we have enclosed an information pack that provides you with advice on completing the Transfer Notes accurately, also enclosed is a list of Biffa's services we can provide and a Customer Helpdesk telephone number.

Please complete both Transfer Notes retaining one copy for your records and returning the other copy to the above address.

Yours faithfully

For and on behalf of
Biffa Waste Services Limited



Guide to Completing the Controlled Waste Description and Transfer Note (referred to as "Transfer Note")

While we recommend that you make your own enquiries as to your statutory and contractual obligations as regards the management of waste produced by you, we would like to try to help you to complete the transfer note quickly and accurately. Some of the terms used in the transfer note have legal definitions (see notes below).

Question 1(a) – Please tick only one box.

Inert Waste – in general, is dry waste that has no biodegradable properties, e.g. **uncontaminated subsoil and clean bricks**. (This waste must not be mixed with any other waste types). The full definition of Inert Waste can be found in The Landfill Regulations.¹

Non-Hazardous Waste – is legally defined in the Hazardous Waste Regulations² as any waste listed in the European Waste Catalogue (EWC)³ not denoted with an asterisk and which is otherwise uncontaminated, eg **paper, plastic, cardboard, office waste, canteen waste, hotel and restaurant waste etc.**

Hazardous Waste (England Wales Northern Ireland only) – is waste which has the potential to cause harm to human health or the environment. At a European level it is legally defined as any waste denoted with an asterisk in the European Waste Catalogue (EWC). The UK definition will include the vast majority of wastes which were previously classified as special (see Q1(b) – "Special Waste" below). The Joint Agency's guidance on the 'Interpretation of the Definition & Classification of Hazardous Waste (WM2)' provides further clarification and is applicable throughout the UK.

Question 1(b) – Some types of waste will require specialised handling and disposal. Please indicate here whether any of the following also apply to your waste:-

Animal By-Product⁴ – Is animal carcasses, parts of animal carcasses (including raw meat, fish and blood) or products of animal origin which are not intended for immediate human consumption. Loads containing Animal By-Products should be accompanied by additional paperwork known as 'Commercial Documents'. They should be stored and transported in labelled, sealed, leakproof containers which require cleansing and disinfecting after each use.

DO NOT TICK THE ANIMAL BY-PRODUCT BOX if your animal by-product waste arises from a catering establishment (i.e. premises preparing food for immediate consumption) for example: hotels, cafes, restaurants and snack/sandwich bars. **TICK THE ANIMAL BY-PRODUCT BOX** IF you are a food retailer or food manufacturer and the waste is - or it contains - raw meat and raw meat products

In general, animal by-products should not be land filled although the following exceptions apply:

- (1) "Catering Waste" is an animal by-product, which can be landfilled. Catering Waste is waste which, amongst other things, arises from domestic properties and from catering establishments;
- (2) "Former foodstuffs" which includes cooked ham, ready meals containing cooked meat, cooked pies, cooked pasties, dips containing cooked meat, cooked frankfurter and cocktail sausages and honey in sealed containers.
- (3) animal by-products which are inherently safe or which have been processed or rendered safe to certain well defined standards (i.e. leather and horn).

Liquid Waste – is waste that contains more than 250 litres of liquid or where liquid is more than 10% of the load. Liquid is defined as any substance which near instantaneously flows back into an indentation void made in its surface.

Special Waste (Only tick this box if your waste is produced in Scotland). In practice this is the same as Hazardous waste in England, Wales and Northern Ireland but is known as Special Waste⁵ in Scotland. It is legally defined as any waste denoted with an asterisk in the European Waste Catalogue. The Joint Agency's guidance on the 'Interpretation of the Definition & Classification of Hazardous Waste (WM2)' provides further clarification and is applicable throughout the UK

Excluded Waste – are wastes which cannot be accepted at the designated disposal site. If your waste is hazardous or is not dry, general, non-hazardous (non-special in Scotland), industrial or commercial waste then it is recommended that you satisfy yourself that the disposal site is licensed to accept the waste. You can do this by telephoning your Biffa depot.

Question 2 – You are now required to identify your waste by reference to the EWC using the code which best describes your waste (use one code only in section 2). While Biffa cannot take on your statutory or contractual obligation to describe your waste, there are a few commonly used codes in the table below to assist you. If you wish to use additional codes then please write these alongside the brief description in question 3. **Should you require further assistance then please contact the Customer Helpdesk 029 2045 4012 between 8.30-17.00hrs Mon-Fri**

WASTE TYPES- MIXED	EWV CODE	DESCRIPTION
Non-Hazardous-Mixed-Dry-General Industrial/Commercial waste in one container	20 03 01	Paper, cardboard, plastics, wood, catering waste, office waste, household waste etc.
Non-Hazardous – Mixed-Dry Construction and Demolition Waste in one container	17 09 04	Builders Waste – bricks, wood, rubble, window frames, doors etc.
WASTE TYPES - SEPARATED	EWV CODE	DESCRIPTION
Non- Hazardous packaging	15 01 01	Paper/Cardboard packaging
Non-Hazardous packaging	15 01 03	Wooden packaging - Pallets/Crates etc
Non-Hazardous office paper	20 01 01	Paper/Magazines - non packaging



Question 3 – A brief written description of the waste must be given. This section also enables you to provide any further applicable codes, text or information. For instance:

- can the waste be safely mixed with any other waste or are there wastes with which it should not be mixed?⁶
- can the waste be safely crushed and transferred?⁶
- can it be disposed of safely in a landfill site with other waste?⁶
- is it likely to change its physical state during storage or transport?⁶
- does the waste contain small amounts of other materials which have a hazardous entry in the EWC?
- does the waste contain other obnoxious materials which require special handling (e.g. excrement)?

Examples might be polystyrene foam that should be covered, filter cake that may become liquid in transit and used containers that may contain flammable products or, otherwise, be contaminated with residue of former content. It would also be helpful to identify your waste in terms of whether it is industrial or commercial waste.

Question 4 – Please describe the type of business from which the waste arises, e.g. bakery, plastic moulding factory, newsagent, restaurant etc.

Question 5 If this is not pre-printed for you, the start date will be the earlier of the first collection to which the transfer note applies or the day immediately after the expiry date of your current transfer note.

Question 6(a) You are the producer of the waste if you decide that you have no further use for material in your possession, you want to get rid of it and, in this case, place it into the container provided by Biffa for the purpose.

Question 6(b) You should tick "yes" only if you have imported waste into the UK. You should tick "no" if your waste arises from products imported into the UK. For example, if you dispose of an unwanted Japanese television then you are not importing waste.

Question 6(c) – If you are not the producer of the waste and you are holding/storing the waste pending its collection and you have a waste management licence please tick "yes" and provide details.

Question 6(d) – If you have not produced the waste but you are the current holder of the waste and you do not have a waste management licence, please provide details of your exemption from the requirement to hold a waste management licence. Waste cannot be kept on any land without a waste management licence but exemptions are available for certain activities and you should refer to Schedule 3 to the Waste Management Licensing Regulations 1994 (as amended). Schedule 3 contains some 45 exempt activities, including:

- at paragraph 41, the temporary storage of waste, pending its collection, on the site where it is produced; and
- at paragraph 40, the storage of non-liquid waste at any place other than the premises where it is produced.

Question 7 – Waste should be transferred only to an *authorised person* (this is a defined legal term). Biffa is an authorised person by virtue of its carriers registration details of which are pre-printed at question 7.

Question 8 – if this is pre-printed, please ensure that it accurately describes the service currently received by you.

Finally, please ensure that the Transfer Note is signed by an authorised signatory before returning to the address stated on the covering letter.

If you require any further assistance then please contact the Customer Helpdesk on telephone number 029-2045-4012 between 8.30-17.00hrs Monday to Friday.

The Transfer Note is a legal document and you are obliged to keep a copy for at least 3 years from the date of the first collection of waste to which the Transfer Note refers. It is an offence to knowingly provide false information on the Transfer Note.

- 1- Landfill (England and Wales) Regulations 2002 as amended <http://www.opsi.gov.uk/si/si2002/20021559.htm> corresponding regulations apply in Scotland and Northern Ireland and can be found : <http://www.opsi.gov.uk/stat.htm>
- 2- Hazardous Waste (England and Wales) Regulations 2005 <http://www.opsi.gov.uk/si/si2005/20050894.htm> corresponding regulations apply in Northern Ireland and can be found : <http://www.opsi.gov.uk/stat.htm>
- 3- The EWC has been fully implemented in to English Law by List of waste (England) Regulations 2005 <http://www.opsi.gov.uk/si/si2005/20050895.htm> corresponding regulations apply in Wales and Northern Ireland and can be found : <http://www.opsi.gov.uk/stat.htm>
- 4- Animal By-Products (England) Regulations 2003 <http://www.opsi.gov.uk/si/si2003/20031482.htm> corresponding regulations apply in Wales Scotland and Northern Ireland and can be found : <http://www.opsi.gov.uk/stat.htm>
- 5- The Special Waste Amendment (Scotland) Regulations 2004 as amended <http://www.opsi.gov.uk/legislation/scotland/ssi2004/20040112.htm>
- 6- From "Waste Management – The Duty of Care – A Code of Practice" March 1996 Edition



769318-1-085-14703

CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE

This is a legal document: You are obliged to keep your copy of this document for at least 3 years from the start date (see Question 5).

1.(a) Describe the Waste (See Guide – enclosed or available from Biffa) Depot/Contract : 581/769318*1*085 Account No.: M20789Inert ☐ Non-Hazardous ☒ Hazardous ☐ Special Waste (Scotland) ☐1.(b) Is the Waste also (Please see Guide and tick if applicable):-Pre-treated ☒ Liquid Waste ☐ Excluded Waste ☐

1.(c) If you have ticked the 'Pre-treated' box: - Please tick the type(s) of materials you currently have separately collected or detail the other treatment process used. Please refer to the Guidance Notes for assistance.

Office Paper ☐ Cardboard ☐ Glass ☐ Metals/Cans ☐ Wood ☐ Toner Cartridges ☒ Plastic ☐Other ☐ Please detailTreatment Process (Incineration/Composting etc) ☐ Please detail2. Please identify the Waste you are transferring by reference to the List of Wastes ("L.O.W.") / European Waste Catalogue ("E.W.C.") (enter one L.O.W. / E.W.C. code only):-

2 0 0 3 0 1

3. Please provide a description of your waste and any other relevant information about your waste:-

GENERAL OFFICE WASTE & LIGHT INDUSTRIAL WASTE INC. PACKAGING
CARTON WASTE AND DISCS

4. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided): SIC

5. Date of collection/transfer (for multiple transfers, give "between" dates – unless notified otherwise subject to max. 12 months) 01/04/08 TO 31/03/09

6. Current Holder of the Waste ("Transferor")

Name (Proprietor/Partners/L.L.P./Company) METRO ENGINEERING AND PLATING

Address: ESKDALE RD UB8 2RT

(a) Are you the producer of the waste? (if **yes**, ignore questions 6(c) and 6(d))Yes ☒ No ☐

(b) Have you imported the waste?

Yes ☐ No ☒

(c) Are you the holder of a Licence or Permit?

If yes, state Licence / Permit Number and Issuer:

Yes ☐ No ☒

(d) Are you exempt from the requirement to have a Licence or Permit?

If **yes**, give reason: ...See Guide.....Yes ☐ No ☐

Are you a registered waste carrier, or exempt from requirement to register as a waste carrier or a waste collection/disposal authority?

If yes, give details (including licence number and issuer as appropriate)

7. Person Receiving the Waste ("Transferee")

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 – registered in England) of Coronation Road, Cressex, High Wycombe Buckinghamshire HP12 3TZ who is a Registered Waste Carrier and Broker, Registration No. TWE672683/CB, Issued by the E.A., Thames Region

8. How is the waste contained and what is the quantity of the waste? (*Delete as appropriate)

Container	Front End Loader	Rear End Loader	Trade Waste Container	Skip	Roll on Bulk Carrier	Tanker	Sacks	Loose	Drums	Other
Size A	8.0									
No. of Containers B	1									
No. of collections per week/month * C	1									
Quantity of Waste (AxBxC) per week/month*	8									

Container Description..... 8.0 CU.M FEL

Address of collection site (place of transfer) METRO ENG. & PLATING WORKS LTD UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD

UXBRIDGE MIDDLESEX UB8 2RT

Authorised signature(s) of Transferor

M. ETHERIDGE

Name(s) (please print)

14/1/08

Date

S.F. Montgomery

for and on behalf of Biffa Waste Services Limited

S.F. MONTGOMERY (MRS)

Name (please print)

06/01/08

Date

CUSTOMER COPY



For Biffa Customers Only

Date: November 2007

Guide to Completing the Controlled Waste Description and Transfer Note (referred to as "Transfer Note")

The details which are already printed on this form have been previously supplied by yourselves. Please check them carefully to ensure that the details are still correct and have not changed since your previous declaration. If they are incorrect please make appropriate amendments on the form. These notes are for guidance only to assist you in completion of this form. However we would remind you that this is a legal document and you are responsible for supplying a correct, full and accurate description of your waste.

Question 1(a) – Please tick only one box.

Inert Waste – is legally defined¹. In general, it is dry waste that has no biodegradable properties, e.g. **uncontaminated subsoil and clean bricks**. Inert Waste must not be mixed with any other waste types or it may become non-inert.

Non-Hazardous Waste² – is legally defined as any waste listed in the List of Waste regulations³ (LOW) **not** denoted with an asterisk and which is otherwise uncontaminated, e.g. **paper, plastic, cardboard, office waste, canteen waste, hotel and restaurant waste etc.** The List of Waste (LOW) is the equivalent of the European Waste Catalogue (EWC) as implemented in domestic legislation. They currently contain exactly the same codes.

Hazardous Waste (England Wales Northern Ireland only) Is waste which has the potential to cause harm to human health or the environment. It is legally defined⁴ as any waste denoted with an asterisk in the LOW³. The Joint Agency's guidance on the 'Interpretation of the Definition & Classification of Hazardous Waste (WM2)' provides further clarification.

Special Waste (Scotland only) (Only tick this box if your waste is produced in Scotland) - In practice this is the same as Hazardous Waste in England, Wales and Northern Ireland but is known as Special Waste⁴ in Scotland. It is legally defined as any waste denoted with an asterisk in the European Waste Catalogue (EWC). The Joint Agency's guidance on the 'Interpretation of the Definition & Classification of Hazardous Waste (WM2)' provides further clarification and is applicable throughout the UK.

Question 1(b) – Some types of waste will require specialised handling and disposal. Please indicate here whether any of the following also apply to your waste:-

Has your waste been pre-treated? From 30 October 2007 only waste that has been pre-treated can be delivered directly to landfill for disposal. If your waste has not been treated prior to its collection by Biffa it must be treated before being delivered for disposal at a landfill site and Biffa will make arrangements for this. Even if your waste is not destined for landfill disposal this information still needs to be captured. Your waste will be considered to have been treated where the weight of waste being collected in a container has been reduced by separating out waste for recycling or for some other treatment process such as composting. **Please tick the box if you believe your waste has been pre-treated prior to collection by Biffa.**

Example 1 - An office has a paper recycling scheme in place. The residual office waste that is collected for disposal to landfill is considered to be pre-treated as its weight has been reduced from what it would have been if there was no office paper recycling scheme in place.

Example 2 - A pub has a separate container into which it places its empty bottles. The general waste is then considered to have been pre-treated.

Example 3 - A site places all of its waste into a container which is then collected for disposal. The waste is NOT considered to be pre-treated and will then have to be treated before delivery for disposal to landfill.

Is your waste Liquid Waste? Tick the box if your waste is Liquid Waste. Liquid Waste is defined as waste that contains more than 250 litres of liquid or where liquid is more than 10% of the load whichever is the lesser. Liquid is any substance which near instantaneously flows back into an indentation void made in its surface.

Is your waste Excluded Waste? Some wastes are prohibited from landfill or otherwise cannot be disposed of lawfully to a landfill site. Wastes that are prohibited from landfill¹ include: Liquid Waste, infectious hospital and some other clinical wastes, whole and shredded tyres and most Animal By-Products. Animal By-Products include parts of animal carcasses (including raw meat, fish and blood) or products of animal origin, which are not intended for human consumption. If your waste consists of or contains Animal By-Products then tick the excluded waste box and provide full written details in the answer to Question 3. If your waste is hazardous or is **not** dry, general, non-hazardous (non-special in Scotland), industrial or commercial waste then it is recommended that you satisfy yourself that the landfill site is licensed to accept the waste. You can do this by telephoning your Biffa depot.

Question 1(c) – If you have ticked the Pre-treated box at Question 1(b) please tick the type(s) of materials you currently have separately collected in the boxes provided. If the waste you are pre-treating is not listed please tick the 'Other' Box and enter a description of the waste. If your waste is being put through a Treatment process for example Food Waste removed for composting or other treatment method such as incineration please tick the Treatment box and give details.

Question 2 – You are required to identify your waste by reference to the LOW/EWC³ using the code which best describes your waste (use one code only in section 2). While Biffa cannot take on your statutory or contractual obligation to describe your waste, there are a few commonly used codes in the table below and over the page to assist you. If the codes are not applicable to your waste type then please contact the Customer Helpdesk 029 2045 4012 between 8.30-17.00hrs Mon-Fri. If you wish to use additional codes then please write these alongside the brief description in question 3. **Please turn over page for more information**

DESCRIPTION OF WASTE - MIXED	LOW/EWC CODE	WASTE TYPES - MIXED
Mixed paper, cardboard, plastics, wood, catering waste, office waste, household waste etc.	20 03 01	Non-Hazardous-Mixed-Dry-General Industrial/Commercial waste in one container
Builders Waste – bricks, wood, rubble window frames, doors etc.	17 09 04	Non-Hazardous– Mixed-Dry Construction and Demolition Waste in one container

DESCRIPTION - SEPARATED	LOW/EWC CODE	WASTE TYPES - SEPARATED
Paper/Cardboard packaging	15 01 01	Non-Hazardous packaging
Wooden packaging- Pallets/Crates etc	15 01 03	Non-Hazardous packaging
Paper/Magazines - non packaging	20 01 01	Non-Hazardous office paper
Biodegradable Kitchen and Canteen Waste	20 01 08	Non-Hazardous food wastes
Glass Bottles	15 01 07	Inert – Glass
Construction Wastes - Separated		Please ring Customer Helpdesk for LOW / EWC Codes

Question 3 – To ensure compliance with the Duty of Care you must provide a complete and accurate written description itemising the waste being put into the container(s) - Failure to do this will result in your Transfer Note being returned.

Remember it is your responsibility to describe your waste so as to ensure that it is disposed of lawfully. This section also enables you to provide any further applicable LOW / EWC codes, text or information including any details of any problems, which your waste may present. Problems that will effect containment, safe and lawful handling, transport, treatment or disposal of the waste. For instance:

- can the waste be safely mixed with any other waste or are there wastes with which it should not be mixed?⁵
- can the waste be safely crushed and transferred?⁵
- can it be disposed of safely in a landfill site with other waste?⁵
- is it likely to change its physical state during storage or transport?⁵
- does the waste contain small amounts of other materials which have a hazardous only in the LOW/EWC?
- does the waste contain other obnoxious materials which require special handling (e.g. excrement)?

Examples might be polystyrene packaging that should be contained to prevent it blowing away, filler cake that may become liquid in transit and used containers that may contain flammable products or, otherwise, be contaminated with residue of former content. It would also be helpful to identify your waste in terms of whether it is industrial or commercial waste. If there is not enough space on this document please use additional sheets and attach them to this form

Question 4 – Please describe the type of business from which the waste arises, e.g. bakery, plastic moulding factory, newsagent, restaurant etc. Please also check that the pre-printed Standard Industry Classification (SIC)⁶ code is the correct one for your type of business. If a SIC code has not been pre-printed then please provide one.

Question 5 – If this is not pre-printed for you, the start date will be the earlier of the first collection to which the transfer note applies or the day immediately after the expiry date of your current transfer note.

Question 6(a) – You are the producer of the waste if you decide that you have no further use for material in your possession, you want to get rid of it and, in this case, place it into the container provided by Biffa for the purpose.

Question 6(b) – You should tick "yes" only if you have imported waste into the UK. You should tick "no" if your waste arises from products imported into the UK. e.g. If you dispose of an unwanted Japanese television then you are not importing waste.

Question 6(c) – If you are not the producer of the waste and you are holding/storing the waste pending its collection and you have a waste management licence / PPC permit, please tick "yes" and provide details.

Question 6(d) – If you have not produced the waste but you are the current holder of the waste and you do not have a waste management licence / PPC permit, please provide details of your exemption from the requirement to hold a waste management licence / PPC permit. Waste cannot be kept on any land without a waste management licence / PPC permit but exemptions are available for certain activities and you should refer to Schedule 3 to the Waste Management Licensing Regulations 1994 (as amended). Schedule 3 contains some 61 exempt activities, including:

- at paragraph 41, the temporary storage of waste, pending its collection, on the site where it is produced; and
- at paragraph 40, the storage of non-liquid waste at any place other than the premises where it is produced.

Question 7 – Waste should be transferred only to an *authorised person* (this is a defined legal term). Biffa is an authorised person by virtue of our carrier registration details of which are pre-printed at question 7.

Question 8 – Please ensure that it accurately describes the service currently received by you.

Finally, please ensure that the Transfer Note is signed by an authorised signatory before returning to the address stated on the covering letter.

If you require any further assistance then please contact the Customer Helpdesk on telephone number 029-2045-4012 between 8.30-17.00hrs Monday to Friday.

The Transfer Note is a legal document and you are obliged to keep a copy for at least 2 years from the expiry date. It is an offence to knowingly provide false information on the Transfer Note.

- 1- Landfill (England and Wales) Regulations 2002 as amended <http://www.opsi.gov.uk/si/si2002/20021559.htm>
 - 2- corresponding regulations apply in Scotland and Northern Ireland and can be found : <http://www.opsi.gov.uk/stat.htm>
 - 3- Hazardous Waste (England and Wales) Regulations 2005 <http://www.opsi.gov.uk/si/si2005/20050894.htm>
 - 4- corresponding regulations apply in Northern Ireland and can be found : <http://www.opsi.gov.uk/stat.htm>
 - 5- In England refer to the List of Wastes (England) Regulations 2005 ("LOW") <http://www.opsi.gov.uk/si/si2005/20050895.htm> corresponding regulations apply in Wales and Northern Ireland and can be found : <http://www.opsi.gov.uk/stat.htm> in Scotland refer to the European Waste Catalogue ("EWC")
 - 6- The Special Waste Amendment (Scotland) Regulations 2004 as amended <http://www.opsi.gov.uk/legislation/scotland/ssi2004/20040112.htm>
- From "Waste Management - The Duty of Care - A Code of Practice" March 1996 Edition
- Standard Industry Classification Codes - <http://www.statistics.gov.uk/statbase/Product.asp?vlnk=14012>



FAQ: Frequently Asked Questions:

FOR BIFFA CUSTOMERS ONLY : June 2007

1. Can I place electrical items in the bin with my non-hazardous general waste?

If the electrical items are non-hazardous and do not contain any hazardous components then they can currently be disposed of in with your general waste. Hazardous electrical items include fluorescent tubes and older television screens (which contain a Cathode Ray Tube CRT). Hazardous components include most rechargeable batteries NiCad, Li-ion and Mercury batteries, some older transformers and other mercury switches.

2. Can I place Fluorescent tubes in my bin with my non-hazardous general waste?

No Fluorescent tubes are classified as Hazardous Waste and it is an offence to mix Hazardous Waste with Non Hazardous Waste. DEFRA and the Environment Agency have advised that once a fluorescent tube has been removed from its fitting it has to be separately collected. Biffa can arrange for separate collections of fluorescent tubes via its Backtrack service.

3. Can I place large amounts of plasterboard in the bin with my general waste?

Plasterboard degrades within a normal non-hazardous landfill site to produce highly toxic and odorous gasses and so it has been banned from such sites and has to be disposed of separately either by recycling or landfilling in a separate cell. Any waste or load which contains greater than 10% plasterboard (a visual assessment will be undertaken and so a % by volume assessment will be used) will need to be subject to separate disposal and should not be placed in your general waste container. If you are in doubt as to the quantity of plasterboard you have for disposal, we recommend that you err on the side of caution and arrange for separate disposal. You may suffer additional costs if waste is rejected from landfill.

4. Can I place nappies and incontinence pads in the bin with my general waste?

Nappies and incontinence pads are usually classified as offensive to those who have to subsequently handle such materials. Quantities similar to that which you would expect from a domestic household i.e. one with a few healthy babies or an elderly or incontinent, healthy person can currently be disposed of along with your general non hazardous waste. If the volume of material is greater than that which you would expect from a domestic type situation then this should be subject to a separate Offensive Hygiene waste collection, which Biffa are happy to arrange. If the persons producing such waste materials are being treated by healthcare or medical practitioners then such waste needs to be assessed to see if it should be collected as Offensive Hygiene waste or Infectious Healthcare waste. These would be subject to a separate collection and may also be Hazardous Waste.

5. Can I place dog excrement and soiled animal bedding in the bin with my general waste?

In a similar way to nappies and incontinence pads if you are producing quantities of excrement or soiled bedding similar to that which you would expect from a domestic household i.e. one with a few healthy pets then this can currently be disposed of along with your general non-hazardous waste. If the volume of waste exceeds that which you would expect to be produced in a domestic type situation then a separate collection for Offensive Waste would be required. Examples of high volume producers are commercial kennels and catteries. If the animals are subject to veterinary care then excrement and soiled bedding from such animals would need to be assessed to see if it should be collected as Offensive Veterinary Waste or Infectious Veterinary Waste due to the risk of infection or carry through of drugs and medicines. Such materials may also be Hazardous Wastes.

6. What is 'Pre-treatment'?

The EU Landfill Directive requires all member states to apply 'pre-treatment' requirements to waste entering landfill. In the UK, this will be fully implemented on 30 October 2007 from which date, no waste may enter a landfill unless it has been subject to prior treatment. Treatment is defined, it is generally a process which either reduces the weight of waste or its hazardous nature. The weight of the waste can be reduced by removing part of the waste for recycling. For example, a site producing waste that all goes out in one container does not qualify whereas if the office paper was separated out for separate collection and recycling, it would. If a site does not have the facilities to treat its waste, then the collected waste would have to be treated prior to landfill disposal. Waste that is incinerated does not have to undergo any type of additional process and where waste is already separated out for recycling, there is no need for any further separation.

7. What is a catering waste and can I place it in the bin with my ordinary general waste?

Catering wastes are wastes from catering establishments such as cafes restaurants and domestic kitchens, which produce food ready for consumption. They are not Excluded Waste for the purpose of question 1(b). Catering waste can include cooked or raw meat from a catering establishment and is not subject to the separate disposal requirements of the Animal By-Products regulations and therefore can be disposed in your general waste container.

See reverse for more information

8. What is a former foodstuff and can I dispose of it in my ordinary general waste container?

Former foodstuffs include cooked ham, ready meals, cooked pies, cooked pasties, cooked tinned fish. These can be disposed of in the ordinary general waste bin. They are not Excluded Waste for the purpose of question 1(b).

9. How accurate should my LOW / EWC code be?

The European Waste Catalogue has been implemented into England and Wales by the List of Wastes (LOW). This list is currently identical to the European Waste Catalogue and therefore the lists are at the date of this FAQ interchangeable. Regulation 2 of The Environmental Protection (Duty of Care) Regulations 1991 (as amended) requires that a transfer note shall, amongst other things, identify by reference to the LOW the waste to which it relates. The code should be as accurate as possible. When selecting the LOW/EWC code there is a set procedure, which should be followed. The procedure for selecting the LOW/EWC code is detailed in Biffa's online version of the LOW / EWC accessible at: www.biffa.co.uk. You should not just select, say 20 03 01 for all general waste, as there may be a code which better describes your waste in one of the earlier chapters of the LOW/EWC.

Biffa Services

Biffa offer a wide range of waste collection, treatment and recycling services:

Dry waste collection – Biffa supply a complete range of waste container size from bag collection and wheelie bins up to large 30 m³ rollon/ rolloff skips. We also offer site surveys and for larger sites, full on-site management services. Please contact your local depot or call **0800 601601**.

Recycling services – we are able to collect a number of different recyclable wastes including cardboard, empty glass bottles, baled plastic film, wood, construction waste and office paper dependant on location, quality and quantity. Please call **0800 601601**

Hazardous waste - Biffa have a wide range of services for all types of hazardous waste:

- Our Backtrack service can deal with fluorescent tubes for recycling, waste electrical equipment, toner cartridges and paint spillages. Call **0800 307307** for more details.
- Our Wastesafe service utilises larger IBC containers for safe on-site storage and transport of larger quantities of liquid and solid hazardous waste. Call **0121 505 1616**
- In addition, we operate tankers, treatment plants, transfer stations and a destruction plant for all types of secure disposal to ensure a comprehensive service for all quantities and types of hazardous waste. Call **0121 505 1616**
- Biffa offer a registration service for hazardous waste producers, details of which can be obtained through the website at www.biffa.co.uk or by calling **0800 028 3484**

Biffa also offer:

Packaging Regulations compliance (Biffapack) – call **01494 556565** or go to www.biffapack.co.uk

WEEE Regulations information and free Updates – www.transform-uk.net

Customer e-newsletters – please call **0800 307307**

For detailed information on Biffa's full range of services, please go to
www.biffa.co.uk



769318-1-085-15068

CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE

Please check the container description under Question 8 before completing the form. (Please use Black Ink Only)

1(a) Describe the Waste (See Guidance Notes) Depot/Contract 581/769318*1*085 Account No: M20789

Inert ☐ Non-Hazardous ☒ Hazardous ☐ Special Waste (Scotland) ☐

1(b) Is the Waste also (See Guidance Notes) and tick if applicable:-

Pre-treated ☒ Liquid Waste ☐ Excluded Waste ☐

1(c) If you have ticked the 'Pre-treated' box: - Please tick the type(s) of materials you currently have separately collected or detail the other treatment process used. Please refer to the Guidance Notes for assistance.

Office Paper ☐ Cardboard ☐ Glass ☐ Metals/Cans ☐ Wood ☐ Toner Cartridges ☒ Plastic ☐

Other ☐ Please detailTreatment Process (Incineration/Composting etc) ☐ Please detail

2. Please identify the Waste you are transferring by reference to the List of Wastes ("L.O.W.") / European Waste Catalogue ("E.W.C.") (enter one L.O.W. / E.W.C. code only): (See Guidance Notes)

200301

3. Please provide a description of your waste and any other relevant information about your waste: (See Guidance Notes)

GENERAL OFFICE WASTE + LIGHT INDUSTRIAL WASTE / PACKAGING / CANTEN WASTE

4. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided): ANODISERS SIC

5. Date of collection/transfer (for multiple transfers, give "between" dates - unless notified otherwise subject to max. 12 months) 01/04/09 TO 31/03/10

6. Current Holder of the Waste ("Transferor")

Name (Proprietor/Partners/L.L.P./Company) METRO ENGINEERING AND PLATING

Address: ESKDALE RD UB8 2RT

(a) Are you the producer of the waste? (if yes, ignore questions 6(c) and 6(d))

Yes ☒ No ☐

(b) Have you imported the waste?

Yes ☐ No ☒

(c) Are you the holder of a Licence or Permit? If yes, state Licence / Permit Number and Issuer

Yes ☐ No ☒

(d) Are you exempt from the requirement to have a Licence or Permit? If yes, give reason

Yes ☐ No ☐

(See Guidance Notes)

Are you a registered waste carrier, or exempt from requirement to register as a waste carrier or a waste collection/disposal authority?

If yes, give details (including licence number and issuer as appropriate)

7. Person Receiving the Waste ("Transferee")

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 - registered in England) of Coronation Road, Cressex, High Wycombe Buckinghamshire HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration No. NI 00705, issued by the EHS and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration No. TWE672683/CB, Issued by the E.A., Thames Region.

8. How is the waste contained and what is the quantity of the waste? (*Delete as appropriate)

Container	Front End Loader	Rear End Loader	Trade Waste Container	Skip	Roll on Bulk Carrier	Tanker	Sacks	Loose	Drums	Other
Size A	8.0									
No. of Containers B	1									
No. of collections per week/month * C	1									
Quantity of Waste (A x B x C) per week/month	8									

Container Description 8.0 CU.M FEL

Address of collection site (place of transfer) METRO ENG. & PLATING WORKS LTD UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD

UXBRIDGE MIDDLESEX UB8 2RT

M. C. Ellendge
Authorised signature(s) of Transferor

M. C. Ellendge

Name(s) (please print)

8/1/09

Date

S. F. Montgomery

for and on behalf of Biffa Waste Services Limited

S.F. MONTGOMERY (MRS)

13/12/08

Name (please print)

Date

This is a legal document: You are obliged to keep your copy of this document for at least 3 years from the start date (see Question 5).

CUSTOMER COPY

Guide to Completing the Controlled Waste Description and Transfer Note (referred to as "Transfer Note")

The details which are already printed on this form have been previously supplied by yourselves. Please check them carefully to ensure that the details are still correct and have not changed since your previous declaration. If they are incorrect please make appropriate amendments on the form. These notes are for guidance only to assist you in completion of this form. However we would remind you that this is a legal document and you are responsible for supplying a correct, full and accurate description of your waste.

Question 1(a) – Please tick only one box.

Inert Waste – is legally defined¹. In general, it is dry waste that has no biodegradable properties, e.g. **uncontaminated subsoil and clean bricks**. Inert Waste must not be mixed with any other waste types or it may become non-inert.

Non-Hazardous Waste² – is legally defined as any waste listed in the List of Waste regulations³ (LOW) **not** denoted with an asterisk and which is otherwise uncontaminated, e.g. **paper, plastic, cardboard, office waste, canteen waste, hotel and restaurant waste etc.** The List of Waste (LOW) is the equivalent of the European Waste Catalogue (EWC) as implemented in domestic legislation. They currently contain exactly the same codes.

Hazardous Waste (England Wales Northern Ireland only) is waste which has the potential to cause harm to human health or the environment. It is legally defined⁴ as any waste denoted with an asterisk in the LOW³. The Joint Agency's guidance on the 'Interpretation of the Definition & Classification of Hazardous Waste (WM2)' provides further clarification.

Special Waste (Scotland only) (Only tick this box if your waste is produced in Scotland) – In practice this is the same as Hazardous Waste in England, Wales and Northern Ireland but is known as Special Waste⁴ in Scotland. It is legally defined as any waste denoted with an asterisk in the European Waste Catalogue (EWC). The Joint Agency's guidance on the 'Interpretation of the Definition & Classification of Hazardous Waste (WM2)' provides further clarification and is applicable throughout the UK.

Question 1(b) – Some types of waste will require specialised handling and disposal. Please indicate here whether any of the following also apply to your waste:-

Has your waste been pre-treated? From 30 October 2007 only waste that has been pre-treated can be delivered directly to landfill for disposal. If your waste has not been treated prior to its collection by Biffa it must be treated before being delivered for disposal at a landfill site and Biffa will make arrangements for this. Even if your waste is not destined for landfill disposal this information still needs to be captured. Your waste will be considered to have been treated where the weight of waste being collected in a container has been reduced by separating out waste for recycling or for some other treatment process such as composting. **Please tick the box if you believe your waste has been pre-treated prior to collection by Biffa.**

Example 1 - An office has a paper recycling scheme in place. The residual office waste that is collected for disposal to landfill is considered to be pre-treated as its weight has been reduced from what it would have been if there was no office paper recycling scheme in place.

Example 2 - A pub has a separate container into which it places its empty bottles. The general waste is then considered to have been pre-treated.

Example 3 - A site places all of its waste into a container which is then collected for disposal. The waste is NOT considered to be pre-treated and will then have to be treated before delivery for disposal to landfill.

Is your waste Liquid Waste? Tick the box if your waste is Liquid Waste. Liquid Waste is defined as waste that contains more than 250 litres of liquid or where liquid is more than 10% of the load, whichever is the lesser. Liquid is any substance which near instantaneously flows back into an indentation void made in its surface.

Is your waste Excluded Waste? Some wastes are prohibited from landfill or otherwise cannot be disposed of lawfully to a landfill site. Wastes that are prohibited from landfill¹ include: Liquid Waste, infectious hospital and some other clinical wastes, whole and shredded tyres and most Animal By-Products. Animal By-Products include parts of animal carcasses (including raw meat, fish and blood) or products of animal origin, which are not intended for human consumption. If your waste consists of or contains Animal By-Products then tick the excluded waste box and provide full written details in the answer to Question 3. If your waste is hazardous or is **not** dry, general, non-hazardous (non-special in Scotland), industrial or commercial waste then it is recommended that you satisfy yourself that the landfill site is licensed to accept the waste. You can do this by telephoning your Biffa depot.

Question 1(c) – If you have ticked the Pre treated box at Question 1(b) please tick the type(s) of materials you currently have separately collected in the boxes provided. If the waste you are pre-treating is not listed please tick the 'Other' Box and enter a description of the waste. If your waste is being put through a Treatment process for example Food Waste removed for composting or other treatment method such as incineration please tick the Treatment box and give details.

Question 2 – You are required to identify your waste by reference to the LOW/EWC³ using the code which best describes your waste (use one code only in section 2). While Biffa cannot take on your statutory or contractual obligation to describe your waste, there are a few commonly used codes in the table below and over the page to assist you. If the codes are not applicable to your waste type then please contact the Customer Helpdesk 029 2045 4012 between 8.30-17.00hrs Mon-Fri. If you wish to use additional codes then please write these alongside the brief description in question 3. **Please turn over page for more information**

DESCRIPTION OF WASTE - MIXED	LOW/EWC CODE	WASTE TYPES - MIXED
Mixed paper, cardboard, plastics, wood, catering waste, office waste, household waste etc.	20 03 01	Non-Hazardous-Mixed-Dry-General Industrial/Commercial waste in one container
Builders Waste – bricks, wood, rubble window frames, doors etc.	17 09 04	Non-Hazardous- Mixed-Dry Construction and Demolition Waste in one container

DESCRIPTION - SEPARATED	LOW/EWC CODE	WASTE TYPES - SEPARATED
Paper/Cardboard packaging	15 01 01	Non- Hazardous packaging
Wooden packaging- Pallets/Crates etc	15 01 03	Non-Hazardous packaging
Paper/Magazines - non packaging	20 01 01	Non-Hazardous office paper
Biodegradable Kitchen and Canteen Waste	20 01 08	Non-Hazardous food wastes
Glass Bottles	15 01 07	Inert – Glass
Construction Wastes - Separated		Please ring Customer Helpdesk for LOW / EWC Codes

Question 3 – To ensure compliance with the Duty of Care you must provide a complete and accurate written description itemising the waste being put into the container(s) – **Failure to do this will result in your Transfer Note being returned.**

Remember it is your responsibility to describe your waste so as to ensure that it is disposed of lawfully. This section also enables you to provide any further applicable LOW / EWC codes, text or information including any details of any problems, which your waste may present. Problems that will effect containment, safe and lawful handling, transport, treatment or disposal of the waste. For instance:

- can the waste be safely mixed with any other waste or are there wastes with which it should not be mixed?⁵
- can the waste be safely crushed and transferred?⁵
- can it be disposed of safely in a landfill site with other waste?⁵
- is it likely to change its physical state during storage or transport?⁵
- does the waste contain small amounts of other materials which have a hazardous entry in the LOW/EWC?
- does the waste contain other obnoxious materials which require special handling (e.g. excrement)?

Examples might be polystyrene packaging that should be contained to prevent it blowing away, filter cake that may become liquid in transit and used containers that may contain flammable products or, otherwise, be contaminated with residue of former content. It would also be helpful to identify your waste in terms of whether it is industrial or commercial waste. If there is not enough space on this document please use additional sheets and attach them to this form.

Question 4 – Please describe the type of business from which the waste arises, e.g. bakery, plastic moulding factory, newsagent, restaurant etc. Please also check that the pre printed Standard Industry Classification (SIC)⁶ code is the correct one for your type of business. If a SIC code has not been pre-printed then please provide one.

Question 5 – If this is not pre-printed for you, the start date will be the earlier of the first collection to which the transfer note applies or the day immediately after the expiry date of your current transfer note.

Question 6(a) – You are the producer of the waste if you decide that you have no further use for material in your possession, you want to get rid of it and, in this case, place it into the container provided by Biffa for the purpose.

Question 6(b) – You should tick "yes" only if you have imported waste into the UK. You should tick "no" if your waste arises from products imported into the UK. e.g. If you dispose of an unwanted Japanese television then you are not importing waste.

Question 6(c) – If you are not the producer of the waste and you are holding/storing the waste pending its collection and you have a waste management licence / PPC permit, please tick "yes" and provide details.

Question 6(d) – If you have not produced the waste but you are the current holder of the waste and you do not have a waste management licence / PPC permit, please provide details of your exemption from the requirement to hold a waste management licence / PPC permit. Waste cannot be kept on any land without a waste management licence / PPC permit but exemptions are available for certain activities and you should refer to Schedule 3 to the Waste Management Licensing Regulations 1994 (as amended). Schedule 3 contains some 51 exempt activities, including:

- at paragraph 41, the temporary storage of waste, pending its collection, on the site where it is produced; and
- at paragraph 40, the storage of non-liquid waste at any place other than the premises where it is produced.

Question 7 – Waste should be transferred only to an *authorised person* (this is a defined legal term). Biffa is an authorised person by virtue of our carrier registration details of which are pre-printed at question 7.

Question 8 – Please ensure that it accurately describes the service currently received by you.

Finally, please ensure that the Transfer Note is signed by an authorised signatory before returning to the address stated on the covering letter.

If you require any further assistance then please contact the Customer Helpdesk on telephone number 029-2045-4012 between 8.30-17.00hrs Monday to Friday.

The Transfer Note is a legal document and you are obliged to keep a copy for at least 2 years from the expiry date. It is an offence to knowingly provide false information on the Transfer Note.

- 1- Landfill (England and Wales) Regulations 2002 as amended <http://www.opsi.gov.uk/si/si2002/20021559.htm>
- 2- corresponding regulations apply in Scotland and Northern Ireland and can be found at: <http://www.opsi.gov.uk/stat.htm>
- 3- Hazardous Waste (England and Wales) Regulations 2005 <http://www.opsi.gov.uk/si/si2005/20050894.htm>
- 4- corresponding regulations apply in Northern Ireland and can be found at: <http://www.opsi.gov.uk/stat.htm>
- 5- In England refer to the List of Wastes (England) Regulations 2005 ("LOW") <http://www.opsi.gov.uk/si/si2005/20050895.htm> corresponding regulations apply in Wales and Northern Ireland and can be found at: <http://www.opsi.gov.uk/stat.htm> in Scotland refer to the European Waste Catalogue ("EWC")
- 6- The Special Waste Amendment (Scotland) Regulations 2004 as amended <http://www.opsi.gov.uk/legislation/scotland/ssi2004/20040112.htm>
- 7- From "Waste Management – The Duty of Care – A Code of Practice" March 1996 Edition
- 8- Standard Industry Classification Codes - <http://www.statistics.gov.uk/statbase/Product.asp?vlnk=14012>



FAQ: Frequently Asked Questions:

FOR BIFFA CUSTOMERS ONLY : June 2007

1. Can I place electrical items in the bin with my non-hazardous general waste?

If the electrical items are non-hazardous and do not contain any hazardous components then they can currently be disposed of in with your general waste. Hazardous electrical items include fluorescent tubes and older television screens (which contain a Cathode Ray Tube CRT). Hazardous components include most rechargeable batteries NiCad, Li-ion and Mercury batteries, some older transformers and other mercury switches.

2. Can I place Fluorescent tubes in my bin with my non-hazardous general waste?

No Fluorescent tubes are classified as Hazardous Waste and it is an offence to mix Hazardous Waste with Non-Hazardous Waste. DEFRA and the Environment Agency have advised that once a fluorescent tube has been removed from it's fitting it has to be separately collected. Biffa can arrange for separate collections of fluorescent tubes via its Backtrack service.

3. Can I place large amounts of plasterboard in the bin with my general waste?

Plasterboard degrades within a normal non hazardous landfill site to produce highly toxic and odorous gasses and so it has been banned from such sites and has to be disposed of separately either by recycling or landfilling in a separate cell. Any waste or load which contains greater than 10% plasterboard (a visual assessment will be undertaken and so a % by volume assessment will be used) will need to be subject to separate disposal and should not be placed in your general waste container. If you are in doubt as to the quantity of plasterboard you have for disposal, we recommend that you err on the side of caution and arrange for separate disposal. You may suffer additional costs if waste is rejected from landfill

4. Can I place nappies and incontinence pads in the bin with my general waste?

Nappies and Incontinence pads are usually classified as offensive to those who have to subsequently handle such materials. Quantities similar to that which you would expect from a domestic household i.e. one with a few healthy babies or an elderly or incontinent, healthy person can currently be disposed of along with your general non hazardous waste. If the volume of material is greater than that which you would expect from a domestic type situation then this should be subject to a separate Offensive Hygiene waste collection, which Biffa are happy to arrange. If the persons producing such waste materials are being treated by healthcare or medical practitioners then such waste needs to be assessed to see if it should be collected as Offensive Hygiene waste or Infectious Healthcare waste. These would be subject to a separate collection and may also be Hazardous Waste.

5. Can I place dog excrement and soiled animal bedding in the bin with my general waste?

In a similar way to nappies and incontinence pads if you are producing quantities of excrement or soiled bedding similar to that which you would expect from a domestic household i.e. one with a few healthy pets then this can currently be disposed of along with your general non-hazardous waste. If the volume of waste exceeds that which you would expect to be produced in a domestic type situation then a separate collection for Offensive Waste would be required. Examples of high volume producers are commercial kennels and catteries. If the animals are subject to veterinary care then excrement and soiled bedding from such animals would need to be assessed to see if it should be collected as Offensive Veterinary Waste or Infectious Veterinary Waste due to the risk of infection or carry through of drugs and medicines. Such materials may also be Hazardous Wastes.

6. What is 'Pre-treatment'?

The EU Landfill Directive requires all member states to apply 'pre-treatment' requirements to waste entering landfill. In the UK, this will be fully implemented on 30 October 2007 from which date, no waste may enter a landfill unless it has been subject to prior treatment. Treatment is defined, it is generally a process which either reduces the weight of waste or its hazardous nature. The weight of the waste can be reduced by removing part of the waste for recycling. For example, a site producing waste that all goes out in one container does not qualify whereas if the office paper was separated out for separate collection and recycling, it would. If a site does not have the facilities to treat its waste, then the collected waste would have to be treated prior to landfill disposal. Waste that is incinerated does not have to undergo any type of additional process and where waste is already separated out for recycling, there is no need for any further separation.

7. What is a catering waste and can I place it in the bin with my ordinary general waste?

Catering wastes are wastes from catering establishments such as cafes restaurants and domestic kitchens, which produce food ready for consumption. They are not Excluded Waste for the purpose of question 1(b). Catering waste can include cooked or raw meat from a catering establishment and is not subject to the separate disposal requirements of the Animal By-Products regulations and therefore can be disposed in your general waste container.

See reverse for more information

The above is intended to be simplified guidance only. It is based on complex and rapidly changing legislation and does not constitute legal advice. Whilst we endeavour to keep it up to date, we cannot be held liable for errors and omissions; compliance with the law remains the readers responsibility. If you have concerns over compliance, you must seek professional advice or contact your regulator or local authority. Additional advice for business can be obtained from the Environment Agency on their NetRegs WebPage: <http://www.netregs.gov.uk/netregs/?version=1&lang=e> or from Biffa Waste Service : <http://www.Biffa.co.uk>

8. What is a former foodstuff and can I dispose of it in my ordinary general waste container?

Former foodstuffs include cooked ham, ready meals, cooked pies, cooked pasties, cooked tinned fish. These can be disposed of in the ordinary general waste bin. They are not Excluded Waste for the purpose of question 1(b).

9. How accurate should my LOW / EWC code be?

The European Waste Catalogue has been implemented into England and Wales by the List of Wastes (LOW). This list is currently identical to the European Waste Catalogue and therefore the lists are at the date of this FAQ interchangeable. Regulation 2 of The Environmental Protection (Duty of Care) Regulations 1991 (as amended) requires that a transfer note shall, amongst other things, identify by reference to the LOW the waste to which it relates. The code should be as accurate as possible. When selecting the LOW/EWC code there is a set procedure, which should be followed. The procedure for selecting the LOW/EWC code is detailed in Biffa's online version of the LOW / EWC accessible at: www.biffa.co.uk. You should not just select, say 20 03 01 for all general waste, as there may be a code which better describes your waste in one of the earlier chapters of the LOW/EWC.

Biffa Services

Biffa offer a wide range of waste collection, treatment and recycling services:

Dry waste collection – Biffa supply a complete range of waste container size from bag collection and wheelie bins up to large 30 m³ rollon/ rolloff skips. We also offer site surveys and for larger sites, full on-site management services. Please contact your local depot or call **0800 601601**.

Recycling services – we are able to collect a number of different recyclable wastes including cardboard, empty glass bottles, baled plastic film, wood, construction waste and office paper dependant on location, quality and quantity. Please call **0800 601601**

Hazardous waste – Biffa have a wide range of services for all types of hazardous waste:

- Our Backtrack service can deal with fluorescent tubes for recycling, waste electrical equipment, toner cartridges and paint spillages. Call **0800 307307** for more details.
- Our Wastesafe service utilises larger IBC containers for safe on-site storage and transport of larger quantities of liquid and solid hazardous waste. Call **0121 505 1616**
- In addition, we operate tankers, treatment plants, transfer stations and a destruction plant for all types of secure disposal to ensure a comprehensive service for all quantities and types of hazardous waste. Call **0121 505 1616**
- Biffa offer a registration service for hazardous waste producers, details of which can be obtained through the website at www.biffa.co.uk or by calling **0800 028 3484**

Biffa also offer

Packaging Regulations compliance (Biffpack) – call **01494 556565** or go to www.biffpack.co.uk

WEEE Regulations information and free Updates – www.transform-uk.net

Customer e-newsletters – please call **0800 307307**

For detailed information on Biffa's full range of services, please go to
www.biffa.co.uk



Biffa Waste Services Ltd
Nationwide Works
Viking Place
Roath Docks
Cardiff
CF10 4TS

www.biffa.co.uk



11/12/08

BFF01_121731 ps:002616 000524:000001

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
VELOPMENT

TRANSFER NOTE RENEWAL

The completion of the enclosed document is a legal requirement.

Dear Customer

Section 34, The Environmental Protection Act 1990 ("EPA")
The Environmental Protection (Duty of Care) Regulations 1991
Controlled Waste Description and Transfer Note ("Transfer Note")

According to our records the current Transfer Note (which is required to effect the lawful collection of your waste) expires on 31/03/09. In order that collections of your waste can continue we enclose a new Transfer Note for completion and signature by you.

You may notice that the Transfer Note requires more information about your waste than has previously been required. Legislation is requiring us all to change our waste management practices with a view, amongst other things, to reducing the environmental impact of landfill.

Under the 2002 Landfill Regulations, by 30th October 2007, no UK landfill site will be able to accept waste unless it has been pre-treated. Please ensure you pay particular attention to section 1.b of the waste transfer note in order that your waste is correctly classified.

To assist you we have enclosed an Information pack that provides you with advice on completing the Transfer Notes accurately, also enclosed is a list of services we can provide and a Customer Helpdesk telephone number.

Please complete both Transfer Notes retaining one copy for your records and returning the other copy to the above address.

Yours faithfully

For and on behalf of
Biffa Waste Services Limited



769318-1-08500000-15433

CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE ***** Complete in BLACK INK only *****

Part 1

Depot/Contract No: 581/769318*1*08500000

Account No: M20789

Container Description: 8.0 CU.M FEL Standard General Waste

No of Containers on Site: 1

No of Collections per week: 1

a. Describe the Waste (See Guidance Notes)

Inert
☐Non-Hazardous
☒Hazardous / Special Waste (Scotland)
☐Liquid Waste
☐Excluded Waste
☐

LOW/EWC CODE

WRITTEN DESCRIPTION OF THE WASTE (See Guidance Notes)

b. 2 0 0 3 0 1

c. OFFICE WASTE, LIGHT INDUSTRIAL WASTE, PACKAGING, CANTEEN WASTE

If the LOW/EWC Code and written description have not been entered please complete this section using the Guidance Notes.
FAILURE TO COMPLETE THE ABOVE SECTIONS WILL RESULT IN THE TRANSFER NOTE BEING RETURNED.

If the LOW/EWC Code and written description have been pre-printed above it is based on the information previously supplied. If it is necessary to amend the above code and written description please use the highlighted section below d and e.

AMENDED LOW/EWC CODE

AMENDED WRITTEN DESCRIPTION OF THE WASTE

d.

e.

Part 2

Current Holder of the Waste ("Transferor")

Customer

Name: METRO ENG. & PLATING WORKS LTD

Address: UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD

UXBRIDGE MIDDLESEX UB82RT

Collection Site

Name: METRO ENG. & PLATING WORKS LTD

Address: UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD

UXBRIDGE MIDDLESEX UB82RT

a. Date of collection/transfer (for multiple transfers, give "between" dates -- unless notified otherwise subject to max. 12 months) 01/04/10 TO 31/03/11

b. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided): SIC:

c. Are you the producer of the waste? If yes, ignore questions (e) and (f)

Yes ☒ No ☐

d. Have you imported the waste?

Yes ☐ No ☒

e. Are you the holder of a Licence (WML), Permit or Env Permit?

Yes ☐ No ☒

If yes please state reference number and issuer:

f. Are you exempt from the requirement to have a Licence (WML) or Permit?

Yes ☐ No ☐

If yes, give reason: (See Guidance Notes)

g. If you are a Registered Broker please enter details below:

Registration No: Issuing Authority: Expiry Date:

Part 3

Pre-Treatment Declaration

a. Do you currently segregate/recycle any of your Waste? Yes ☒ No ☐

If yes please tick the type(s) of materials you currently have separately collected or detail other treatment process used.

Office Paper ☐ Cardboard ☐ Glass ☐ Metal/Cans ☐ Wood ☐ Toner Cartridges ☒ Plastic ☐ Other (Please Detail) ☐

Treatment Process (Incineration/Composting etc) Please detail:

Part 4: Person Receiving the Waste ("Transferee"): BIFFA WASTE SERVICES LIMITED (Company Registration 946107 – registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no. NI 00705. Issued by the NIEA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration TWE672683/CB, Issued by the EA.

Authorised signature(s) of Transferor

M. ETHERIDGE

Name(s) (please print).

Date

11/1/2010

for and on behalf of Biffa Waste Services Limited

S.F. MONTGOMERY (MRS)

Name (please print).

06/01/10

Date

This is a legal document: You are obliged to keep your copy of this document for at least 3 years from the start date (see Part 2a).



Biffa Waste Services Ltd
Nationwide Works
Viking Place
Roath Docks
Cardiff
CF10 4TS

www.biffa.co.uk

Date

04/01/10

Mailing Address:-

Collection Address:-

BF-F01_092855.pa/001821/000458/000001

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

TRANSFER NOTE RENEWAL

The completion of the enclosed document is a legal requirement.

Dear Customer

Section 34, The Environmental Protection Act 1990 ("EPA")
The Environmental Protection (Duty of Care) Regulations 1991
Controlled Waste Description and Transfer Note ("Transfer Note")

According to our records the current Transfer Note (which is required to effect the lawful collection of your waste) expires on 31/03/10. In order that collections of your waste can continue we enclose a new Transfer Note for completion and signature by you.

The Transfer Note is now in four parts as outlined below and where possible we have pre-printed the information that has previously been supplied by you. Please check that the details are correct and amend accordingly or complete the sections required using the Guidance Notes enclosed.

- **Part 1** - This section is about the waste being disposed of.
- **Part 2** - This section is about the Account Holder (Transferor), the Site details of where the waste is produced and the dates this Transfer Note is valid from and to.
- **Part 3** - This section is the Pre Treatment Declaration where you must indicate if you are recycling any waste at the site address or if you are using any Treatment process.
- **Part 4** - This section is about the person collecting the waste (Transferee) and the Registered Waste Carrier Registration No.

Please complete and sign both Transfer Notes retaining one copy for your records and returning the copy marked 'Return to Biffa when completed' to the above address.

If you require any further assistance then please contact the Customer Helpdesk on 029 2045 4012 or you can send an e-mail to epa@biffa.co.uk quoting the barcode number which is on the top of the Transfer Note and you will be responded to within 48hrs.

Yours faithfully

S. F. Morgan

For and on behalf of
Biffa Waste Services Limited

Guide to Completing the Controlled Waste Description and Transfer Note (referred to as "Transfer Note")

The Transfer Note is a legal document and you are obliged to keep a copy for at least 3 years from the start date. It is an offence to knowingly provide false information on the Transfer Note.

You have previously supplied the details, which are already printed on this form. Please check them carefully to ensure that the details are still correct and have not changed since your previous declaration. If they are incorrect please make appropriate amendments on the form. These notes are for guidance only to assist you in completion of this form. However we would remind you that this is a legal document and you are responsible for supplying a correct, full and accurate description of your waste.

Part 1 – This section is about the waste being disposed of.

Container Description, No. Of Containers on Site, No. of Collections per week - These details are pre-printed please ensure that it accurately describes the service currently received by you.

Part 1/a. This must be completed. Please select from the Waste Types below marked – Inert /Non-Haz/ Haz. Please tick only one box.

Inert Waste – is legally defined¹. In general, it is dry waste that has no biodegradable properties, e.g. uncontaminated subsoil and clean bricks. Inert Waste must not be mixed with any other waste types or it may become non-inert.

Non-Hazardous Waste² – is legally defined as any waste listed in the List of Waste regulations³ (LOW) not denoted with an asterisk and which is otherwise uncontaminated, e.g. paper, plastic, cardboard, office waste, canteen waste, hotel and restaurant waste etc. The List of Waste (LOW) is the equivalent of the European Waste Catalogue (EWC) as implemented in domestic legislation. They currently contain exactly the same codes.

Hazardous Waste / Special Waste (Scotland) – is waste which has the potential to cause harm to human health or the environment. Hazardous Waste is legally defined⁴ as any waste denoted with an asterisk in the EWC / LOW³. The Joint Agency's guidance on the 'Interpretation of the Definition & Classification of Hazardous Waste (WM2)' provides further clarification. Hazardous Waste is known as Special Waste in Scotland but the definition of both is based on the same European Directive.

We also need to be informed if your waste is Liquid or Excluded. Please read definitions below.

Is your waste Liquid Waste? Tick the box if your waste is Liquid Waste. Liquid Waste is defined as waste that contains more than 250 litres of liquid or where liquid is more than 10% of the load, whichever is the lesser. Liquid is any substance which near instantaneously flows back into an indentation void made in its surface.

Is your waste Excluded Waste? Some wastes are prohibited from landfill or otherwise cannot be disposed of lawfully to a landfill site. Wastes that are prohibited from landfill¹ include: Liquid Waste, infectious hospital and some other clinical wastes, whole and shredded tyres and most Animal By-Products. Animal By-Products include parts of animal carcasses (including raw meat, fish and blood) or products of animal origin, which are not intended for human consumption. If your waste consists of or contains Animal By-Products then tick the excluded waste box and provide full written details on a separate sheet of paper (This does not include Catering Waste). If your waste is hazardous or is not dry, general, non-hazardous (non-special in Scotland), Industrial or commercial waste then it is recommended that you satisfy yourself that the landfill site is licensed to accept the waste. You can do this by telephoning Customer Services.

Part 1/b. If this section is not pre-printed please complete using the Guide below.

You are required to identify your waste by reference to the LOW/EWC³ using the code which best describes your waste. While Biffa cannot take on your statutory or contractual obligation to describe your waste, there are a few commonly used codes in the table below and over the page to assist you. If the codes are not applicable to your waste type then please contact the Customer Helpdesk 029 2045 4012 between 8.30-17.00hrs Mon-Fri. If you wish to use additional codes then please write these alongside the brief description in Part 1 (c).

DESCRIPTION OF WASTE – MIXED	LOW/EWC CODE	WASTE TYPES – MIXED
Mixed paper, cardboard, plastics, wood, catering waste, office waste, household waste etc. staff kitchen /canteen waste	20 03 01	Non-Hazardous, Mixed-Dry-General, Industrial/Commercial waste in one container
Paper, Cardboard, Plastics, Metals etc	15 01 06	Non-Hazardous, Dried Mixed Recyclables in one container.
Builders Waste – bricks, wood, rubble window frames, doors etc	17 09 04	Non-Hazardous, Mixed-Dry Construction and Demolition Waste in one container
DESCRIPTION – SEPARATED	LOW/EWC CODE	WASTE TYPES – SEPARATED
Paper/Cardboard packaging	15 01 01	Non-Hazardous packaging
Wooden packaging- Pallets/Crates etc	15 01 03	Non-Hazardous packaging
Paper/Magazines - non packaging	20 01 01	Non-Hazardous office paper
Biodegradable Kitchen and Canteen Waste	20 01 08	Non-Hazardous food wastes
Glass Bottles	15 01 07	Inert – Glass
Construction Wastes - Separated		Please ring Customer Helpdesk for LOW / EWC Codes

Please turn over page for more information

Part 1 Continued – This section is about the waste being disposed of.

Part 1/c – To ensure compliance with the Duty of Care you must provide a complete and accurate written description itemising the waste being put into the container(s) – If this has already been pre-printed it is based on information previously supplied by yourself. Please ensure it describes your waste accurately. If either the LOW / EWC code or the description is incorrect or if it has changed since last time you described your waste then please enter a new code in Part 1/d or description in Part 1/e.

Failure to ensure this section is completed will result in your Transfer Note being returned.

Remember it is your responsibility to describe your waste so as to ensure that it is disposed of lawfully. This section also enables you to provide any further applicable LOW / EWC codes, text or information including any details of any problems, which your waste may present. Problems that will effect containment, safe and lawful handling, transport, treatment or disposal of the waste. For instance:

- can the waste be safely mixed with any other waste or are there wastes with which it should not be mixed?⁵
- can the waste be safely crushed and transferred? Can it be disposed of safely in a landfill site with other waste?⁵
- is it likely to change its physical state during storage or transport?⁵
- does the waste contain small amounts of other materials which have a hazardous entry in the LOW/EWC?
- does the waste contain other obnoxious materials which require special handling (e.g. excrement)?

Examples might be polystyrene packaging that should be contained to prevent it blowing away, filter cake that may become liquid in transit and used containers that may contain flammable products or, otherwise, be contaminated with residue of former content. It would also be helpful to identify your waste in terms of whether it is industrial or commercial waste. If there is not enough space on this document please use additional sheets and attach them to this form.

Part 2 - This section is about the Account Holder (Transferor), the Site details of where the waste is produced and the dates this Transfer Note is valid from and to.

Current Holder of the Waste (Transferor) – Details pre printed. Please check details are correct and amend accordingly.

Collection Site (place of Transfer) – Details pre printed. Please check details are correct and amend accordingly.

Part 2/a - Dates are pre printed. The start date will be the first collection to which the transfer note applies or the day immediately after the expiry date of your current transfer note.

Part 2/b - Please describe the type of business from which the waste arises, e.g. bakery, plastic moulding factory, newsagent, restaurant etc. Please also check that the pre-printed Standard Industry Classification (SIC)⁶ code is the correct one for your type of business. If a SIC code has not been pre-printed then please provide one.

Part 2/c – You are the producer of the waste if you decide that you have no further use for material in your possession, you want to get rid of it and, in this case, place it into the container provided by Biffa for the purpose. If you are the producer then you can ignore question 2/e and 2/f.

Part 2/d – You should tick “yes” only if you have imported waste into the UK. You should tick “no” if your waste arises from products imported into the UK. e.g. If you dispose of an unwanted Japanese television then you are not importing waste.

Part 2/e – If you are not the producer of the waste and you are holding/storing the waste pending its collection and you have a waste management licence / PPC permit, please tick “yes” and provide details.

Part 2/f – If you have not produced the waste but you are the current holder of the waste and you do not have a waste management licence / PPC permit, please provide details of your exemption from the requirement to hold a waste management licence / PPC permit. Waste cannot be kept on any land without a waste management licence / PPC permit but exemptions are available for certain activities and you should refer to Schedule 3 to the Environmental Permitting (England & Wales) Regulations 2007 (Waste Management Licensing Regulations 1994 (as amended in Scotland). Schedule 3 contains some 50 exempt activities, including:

- at Paragraph 52, (Para 41 in Scotland) the temporary storage of waste, pending its collection, on the site where it is produced; and
- at Paragraph 50, (Para 40 in Scotland) the storage of non-liquid waste at any place other than the premises where it is produced

Part 2/g – If you are acting as a Broker then please supply your Registration No, Issuing Authority and Expiry Date.

Part 3 - About Pre Treatment

From 30 October 2007 only waste that has been pre-treated can be delivered directly to landfill for disposal. If your waste has not been treated prior to its collection by Biffa it must be treated before being delivered for disposal at a landfill site and Biffa will make arrangements for this. Your waste will be considered to have been treated where the weight of waste being collected in a container has been reduced by separating out waste for recycling or for some other treatment process such as composting.

Part 3/a – Pre Treatment Declaration must be completed.

Please tick the Yes box if you recycle any wastes that are produced at the site address, also indicate in the boxes the waste types that are collected separately or detail any treatment process. (Incineration/Composting etc).

If you put all your waste into the one container provided by Biffa then please tick the No box.

Part 4 - Waste should be transferred only to an authorised person (this is a defined legal term). Biffa is an authorised person by virtue of our carrier registration details of which are pre-printed.

Finally, please ensure that the Transfer Note is signed by an authorised signatory before returning to the address stated on the covering letter.

- 1- Landfill (England and Wales) Regulations 2002 as amended <http://www.opsi.gov.uk/si/si2002/20021559.htm> corresponding regulations apply in Scotland and Northern Ireland and can be found : <http://www.opsi.gov.uk/legislation/uk>
- 2- Hazardous Waste (England and Wales) Regulations 2005 <http://www.opsi.gov.uk/si/si2005/20050894.htm> corresponding regulations apply in Northern Ireland and can be found : <http://www.opsi.gov.uk/legislation/uk>
- 3- In England refer to the List of Wastes (England) Regulations 2005 (“LOW”) <http://www.opsi.gov.uk/si/si2005/20050895.htm> corresponding regulations apply in Wales and Northern Ireland and can be found : <http://www.opsi.gov.uk/legislation/uk> in Scotland refer to the European Waste Catalogue (“EWC”)
- 4- The Special Waste Amendment (Scotland) Regulations 2004 as amended <http://www.opsi.gov.uk/legislation/scotland/si2004/20040112.htm>
- 5- From “Waste Management – The Duty of Care – A Code of Practice” March 1996 Edition
- 6- Standard Industry Classification Codes - <http://www.statistics.gov.uk/statbase/product.asp?vlink=14012>



769318-1-08500000-15798

CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE ***** Complete in BLACK INK only *****

Part 1	
Depot/Contract No: 581/769318*1*08500000	Account No: M20789
Container Description: 8.0 CU.M FEL Standard General Waste	
No of Containers on Site: 1	No of Collections per week: 1
a. Describe the Waste (See Guidance Notes)	
Inert <input type="checkbox"/>	Non-Hazardous <input checked="" type="checkbox"/>
Hazardous / Special Waste (Scotland) <input type="checkbox"/>	Liquid Waste <input type="checkbox"/>
Excluded Waste <input type="checkbox"/>	
LOW/EWC CODE	WRITTEN DESCRIPTION OF THE WASTE (See Guidance Notes)
b. 2 0 0 J U 1	c. OFFICE WASTE, LIGHT INDUSTRIAL WASTE, PACKAGING, CANTEEN WASTE
If the LOW/EWC Code and written description have not been entered please complete this section using the Guidance Notes. FAILURE TO COMPLETE THE ABOVE SECTIONS WILL RESULT IN THE TRANSFER NOTE BEING RETURNED.	
If the LOW/EWC Code and written description have been pre-printed above it is based on the information previously supplied. If it is necessary to amend the above code and written description please use the highlighted section below and	
AMENDED LOW/EWC CODE	AMENDED WRITTEN DESCRIPTION OF THE WASTE
d.	e.

Part 2	
Current Holder of the Waste ("Transferor")	
Customer	Collection Site
Name: METRO ENGINEERING AND PLATING	Name: METRO ENG. & PLATING WORKS LTD
Address: ESKDALE RD UB82RT	Address: UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD
	UXBRIDGE MIDDLESEX UB82RT
a. Date of collection/transfer (for multiple transfers, give "between" dates – unless notified otherwise subject to max. 12 months) 01/04/11 TO 31/03/12	
b. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided): ANODISING SIC	
c. Are you the producer of the waste? If yes, ignore questions (e) and (f)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
d. Have you imported the waste?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
e. Are you the holder of a Licence (WML), Permit or Env Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please state reference number and issuer:	
f. Are you exempt from the requirement to have a Licence (WML) or Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give reason. (See Guidance Notes)	
g. If you are a Registered Broker please enter details below:	
Registration No	Issuing Authority
	Expiry Date

Part 3	
Pre-Treatment Declaration	
a. Do you currently segregate/recycle any of your Waste? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes please tick the type(s) of materials you currently have separately collected or detail other treatment process used.	
Office Paper <input type="checkbox"/>	Cardboard <input type="checkbox"/>
Glass <input type="checkbox"/>	Metal/Cans <input type="checkbox"/>
Wood <input type="checkbox"/>	Toner Cartridges <input checked="" type="checkbox"/>
Plastic <input type="checkbox"/>	Other (Please Detail) FLUORESCENT TUBES
Treatment Process (Incineration/Composting etc) Please detail	

Part 4: Person Receiving the Waste ("Transferee")
BIFFA WASTE SERVICES LIMITED (Company Registration 946107 – registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no. NI 00705. Issued by the NIEA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CB/WE5237GH, Issued by the EA.

 Authorised signature(s) of Transferor Name(s) (please print): M. ETHERIDGE Date: 21/1/2011	 for and on behalf of Biffa Waste Services Limited S.F. MONTGOMERY (MRS) Name (please print): S.F. MONTGOMERY (MRS) Date: 15/01/11
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This is a legal document: You are obliged to keep your copy of this document for at least 3 years from the start date (see Part 2a).

Guide to Completing the Controlled Waste Description and Transfer Note (referred to as "Transfer Note")

The Transfer Note is a legal document and you are obliged to keep a copy for at least 3 years from the start date. It is an offence to knowingly provide false information on the Transfer Note.

You have previously supplied the details, which are already printed on this form. Please check them carefully to ensure that the details are still correct and have not changed since your previous declaration. If they are incorrect please make appropriate amendments on the form. These notes are for guidance only to assist you in completion of this form. However we would remind you that this is a legal document and you are responsible for supplying a correct, full and accurate description of your waste.

Part 1 – This section is about the waste being disposed of.

Container Description, No. Of Containers on Site, No. of Collections per week - These details are pre-printed please ensure that it accurately describes the service currently received by you.

Part 1/a. This must be completed. Please select from the Waste Types below marked – Inert /Non-Haz/ Haz. Please tick only one box.

Inert Waste – is legally defined¹ In general, it is dry waste that has no biodegradable properties, e.g. **uncontaminated subsoil and clean bricks**. Inert Waste must not be mixed with any other waste types or it may become non-inert.

Non-Hazardous Waste² – is legally defined as any waste listed in the List of Waste regulations³ (LOW) not denoted with an asterisk and which is otherwise uncontaminated, e.g. **paper, plastic, cardboard, office waste, canteen waste, hotel and restaurant waste etc.** The List of Waste (LOW) is the equivalent of the European Waste Catalogue (EWC) as implemented in domestic legislation. They currently contain exactly the same codes.

Hazardous Waste / Special Waste (Scotland) – is waste which has the potential to cause harm to human health or the environment. Hazardous Waste is legally defined⁴ as any waste denoted with an asterisk in the EWC / LOW³. The Joint Agency's guidance on the 'Interpretation of the Definition & Classification of Hazardous Waste (WM2)' provides further clarification. Hazardous Waste is known as Special Waste in Scotland but the definition of both is based on the same European Directive.

We also need to be informed if your waste is Liquid or Excluded. Please read definitions below.

Is your waste Liquid Waste? Tick the box if your waste is Liquid Waste. Liquid Waste is defined as waste that contains more than 250 litres of liquid or where liquid is more than 10% of the load, whichever is the lesser. Liquid is any substance which near instantaneously flows back into an indentation void made in its surface.

Is your waste Excluded Waste? Some wastes are prohibited from landfill or otherwise cannot be disposed of lawfully to a landfill site. Wastes that are prohibited from landfill⁵ include: Liquid Waste, infectious hospital and some other clinical wastes, whole and shredded tyres and most Animal By-Products. Animal By-Products include parts of animal carcasses (including raw meat, fish and blood) or products of animal origin, which are not intended for human consumption. If your waste consists of or contains Animal By-Products then tick the excluded waste box and provide full written details on a separate sheet of paper (This does not include Catering Waste). If your waste is hazardous or is not dry, general, non-hazardous (non special in Scotland), industrial or commercial waste then it is recommended that you satisfy yourself that the landfill site is licensed to accept the waste. You can do this by telephoning Customer Services.

Part 1/b. If this section is not pre-printed please complete using the Guide below.

You are required to identify your waste by reference to the LOW/EWC³ using the code which best describes your waste. While Biffa cannot take on your statutory or contractual obligation to describe your waste, there are a few commonly used codes in the table below and over the page to assist you. If the codes are not applicable to your waste type then please contact the Customer Helpdesk 029 2045 4012 between 8.30-17.00hrs Mon-Fri. If you wish to use additional codes then please write these alongside the brief description in Part 1 (c).

DESCRIPTION OF WASTE – MIXED	LOW/EWC CODE	WASTE TYPES - MIXED
Mixed paper, cardboard, plastics, wood, catering waste, office waste, household waste etc. staff kitchen /canteen waste	20 03 01	Non-Hazardous, Mixed-Dry-General,Industrial/Commercial waste in one container
Paper, Cardboard, Plastics, Metals etc	15 01 06	Non-Hazardous, Dried Mixed Recyclables in one container.
Builders Waste – bricks, wood, rubble window frames, doors etc.	17 09 04	Non-Hazardous,Mixed-Dry Construction and Demolition Waste in one container
DESCRIPTION – SEPARATED	LOW/EWC CODE	WASTE TYPES - SEPARATED
Paper/Cardboard packaging	15 01 01	Non- Hazardous packaging
Wooden packaging- Pallets/Crates etc	15 01 03	Non-Hazardous packaging
Paper/Magazines - non packaging	20 01 01	Non-Hazardous office paper
Biodegradable Kitchen and Canteen Waste	20 01 08	Non-Hazardous food wastes
Glass Bottles	15 01 07	Inert – Glass
Construction Wastes - Separated		Please ring Customer Helpdesk for LOW / EWC Codes

Please turn over page for more information

Part 1 Continued – This section is about the waste being disposed of.

Part 1/c – To ensure compliance with the Duty of Care you must provide a complete and accurate written description itemising the waste being put into the container(s) – If this has already been pre-printed it is based on information previously supplied by yourself. Please ensure it describes your waste accurately. If either the LOW / EWC code or the description is incorrect or if it has changed since last time you described your waste then please enter a new code in Part 1/d or description in Part 1/e.

Failure to ensure this section is completed will result in your Transfer Note being returned.

Remember it is your responsibility to describe your waste so as to ensure that it is disposed of lawfully. This section also enables you to provide any further applicable LOW / EWC codes, text or information including any details of any problems, which your waste may present. Problems that will affect containment, safe and lawful handling, transport, treatment or disposal of the waste. For instance:

- can the waste be safely mixed with any other waste or are there wastes with which it should not be mixed?⁵
- can the waste be safely crushed and transferred? Can it be disposed of safely in a landfill site with other waste?⁵
- is it likely to change its physical state during storage or transport?⁵
- does the waste contain small amounts of other materials which have a hazardous entry in the LOW/EWC?
- does the waste contain other obnoxious materials which require special handling (e.g. excrement)?

Examples might be polystyrene packaging that should be contained to prevent it blowing away, filter cake that may become liquid in transit and used containers that may contain flammable products or, otherwise, be contaminated with residue of former content. It would also be helpful to identify your waste in terms of whether it is industrial or commercial waste. If there is not enough space on this document please use additional sheets and attach them to this form.

Part 2 - This section is about the Account Holder (Transferor), the Site details of where the waste is produced and the dates this Transfer Note is valid from and to.

Current Holder of the Waste (Transferor) – Details pre printed. Please check details are correct and amend accordingly.

Collection Site (place of Transfer) Details pre printed. Please check details are correct and amend accordingly.

Part 2/a – Dates are pre printed. The start date will be the first collection to which the transfer note applies or the day immediately after the expiry date of your current transfer note.

Part 2/b – Please describe the type of business from which the waste arises, e.g. bakery, plastic moulding factory, newsagent, restaurant etc. Please also check that the pre-printed Standard Industry Classification (SIC)⁶ code is the correct one for your type of business. If a SIC code has not been pre printed then please provide one.

Part 2/c – You are the producer of the waste if you decide that you have no further use for material in your possession, you want to get rid of it and, in this case, place it into the container provided by Biffa for the purpose. If you are the producer then you can ignore question 2/e and 2/f.

Part 2/d – You should tick “yes” only if you have imported waste into the UK. You should tick “no” if your waste arises from products imported into the UK. e.g. If you dispose of an unwanted Japanese television then you are not importing waste.

Part 2/e – If you are not the producer of the waste and you are holding/storing the waste pending its collection and you have a waste management licence / PPC permit, please tick “yes” and provide details.

Part 2/f – If you have not produced the waste but you are the current holder of the waste and you do not have a waste management licence / PPC permit, please provide details of your exemption from the requirement to hold a waste management licence / PPC permit. Waste cannot be kept on any land without a waste management licence / PPC permit but exemptions are available for certain activities and you should refer to Schedule 3 to the Environmental Permitting (England & Wales) Regulations 2007 (Waste Management Licensing Regulations 1994 (as amended in Scotland). Schedule 3 contains some 50 exempt activities, including:

- at Paragraph 52, (Para 41 in Scotland) the temporary storage of waste, pending its collection, on the site where it is produced; and
- at Paragraph 50, (Para 40 in Scotland) the storage of non-liquid waste at any place other than the premises where it is produced

Part 2/g – If you are acting as a Broker then please supply your Registration No, Issuing Authority and Expiry Date

Part 3 - About Pre Treatment

From 30 October 2007 only waste that has been pre-treated can be delivered directly to landfill for disposal. If your waste has not been treated prior to its collection by Biffa it must be treated before being delivered for disposal at a landfill site and Biffa will make arrangements for this. Your waste will be considered to have been treated where the weight of waste being collected in a container has been reduced by separating out waste for recycling or for some other treatment process such as composting.

Part 3/a – Pre Treatment Declaration must be completed.

Please tick the Yes box if you recycle any wastes that are produced at the site address, also indicate in the boxes the waste types that are collected separately or detail any treatment process. (Incineration/Composting etc).

If you put all your waste into the one container provided by Biffa then please tick the No box.

Part 4 - Waste should be transferred only to an authorised person (this is a defined legal term). Biffa is an authorised person by virtue of our carrier registration details of which are pre-printed.

Finally, please ensure that the Transfer Note is signed by an authorised signatory before returning to the address stated on the covering letter.

- 1- Landfill (England and Wales) Regulations 2002 as amended <http://www.opsi.gov.uk/si/si2002/20021659.htm>
 - 2- corresponding regulations apply in Scotland and Northern Ireland and can be found at: [http://www.opsi.gov.uk/legislation/uk/HazardousWaste\(EnglandandWales\)Regulations2005](http://www.opsi.gov.uk/legislation/uk/HazardousWaste(EnglandandWales)Regulations2005) <http://www.opsi.gov.uk/si/si2005/20050894.htm>
 - 3- corresponding regulations apply in Northern Ireland and can be found at: <http://www.opsi.gov.uk/legislation/uk>
 - 4- In England refer to the List of Wastes (England) Regulations 2005 (“LOW”) <http://www.opsi.gov.uk/si/si2005/20050895.htm> corresponding regulations apply in Wales and Northern Ireland and can be found at: <http://www.opsi.gov.uk/legislation/uk> in Scotland refer to the European Waste Catalogue (“EWC”)
 - 5- The Special Waste Amendment (Scotland) Regulations 2004 as amended <http://www.opsi.gov.uk/legislation/scotland/si2004/20040112.htm>
 - 6- From “Waste Management – The Duty of Care – A Code of Practice” March 1996 Edition
- Standard Industry Classification Codes - <http://www.statistics.gov.uk/statbase/Product.asp?vlnk=14012>



Biffa Waste Services Ltd
Nationwide Works
Viking Place
Roath Docks
Cardiff
CF10 4TS

Date

13/01/11

www.biffa.co.uk

Mailing Address:-

Collection Address:-

BFF01_111126 jw-002421-000606/000001

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

TRANSFER NOTE RENEWAL

The completion of the enclosed document is a legal requirement.

Dear Customer

Section 34, The Environmental Protection Act 1990 ("EPA")
The Environmental Protection (Duty of Care) Regulations 1991
Controlled Waste Description and Transfer Note ("Transfer Note")

According to our records the current Transfer Note (which is required to effect the lawful collection of your waste) expires on 31/03/11. In order that collections of your waste can continue we enclose a new Transfer Note for completion and signature by you.

The Transfer Note is now in four parts as outlined below and where possible we have pre-printed the information that has previously been supplied by you. Please check that the details are correct and amend accordingly or complete the sections required using the Guidance Notes enclosed.

- Part 1 - This section is about the waste being disposed of
- Part 2 - This section is about the Account Holder (Transferor), the Site details of where the waste is produced and the dates this Transfer Note is valid from and to.
- Part 3 - This section is the Pre Treatment Declaration where you must indicate if you are recycling any waste at the site address or if you are using any Treatment process.
- Part 4 - This section is about the person collecting the waste(Transferee) and the Registered Waste Carrier Registration No.

Please complete and sign both Transfer Notes retaining one copy for your records and returning the copy marked 'Return to Biffa when completed' to the above address.

If you require any further assistance then please contact the Customer Helpdesk on 029 2045 4012 or you can send an e-mail to epa@biffa.co.uk quoting the barcode number which is on the top of the Transfer Note and you will be responded to within 48hrs.

Yours faithfully

S. F. Morgan

For and on behalf of
Biffa Waste Services Limited



CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE ***** Complete in BLACK INK only *****

Part 1

Depot/Contract No: 581/769318*1*08500000

Account No: M20789

Container Description: 8.0 CU.M FEL Standard General Waste

No of Containers on Site: 1

No of Collections per week: 1

a. Describe the Waste (See Guidance Notes)

Inert
☐Non-Hazardous
☒Hazardous / Special Waste (Scotland)
☐Liquid Waste
☐Excluded Waste
☐

LOW/EWC CODE

WRITTEN DESCRIPTION OF THE WASTE (See Guidance Notes)

b. 2 0 0 3 0 1

c. OFFICE WASTE, LIGHT INDUSTRIAL WASTE, PACKAGING, CANTEEN WASTE

If the LOW/EWC Code and written description have not been entered please complete this section using the Guidance Notes.

FAILURE TO COMPLETE THE ABOVE SECTIONS WILL RESULT IN THE TRANSFER NOTE BEING RETURNED.

If the EWC/LOW code and written description have been pre-printed on this form it is based on information previously supplied, please carefully check the details. If they are incorrect please enter any amendments in section d and e. (highlighted in grey) below.

d.

e.

1. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided): ANODISING SERVICES
2. SIC (2007) (please amend if incorrect):
3. Date of collection/transfer (for multiple transfers, give "between" dates – unless notified otherwise subject to max. 12 months) 01/04/12 TO 31/03/13

Part 2

Current Holder of the Waste ("Transferor")

Customer

Name: METRO ENGINEERING AND PLATING

Address: ESKDALE RD UB82RT

Collection Site (place of transfer)

Name: METRO ENG. & PLATING WORKS LTD

Address: UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD

UXBRIDGE MIDDLESEX UB82RT

a. Are you the producer of the waste? If yes, ignore questions (c) and (d)

Yes ☒ No ☐

b. Have you imported the waste?

Yes ☐ No ☒

c. Are you the holder of a Licence (WML), Permit or Env Permit?

Yes ☐ No ☐

If yes please state reference number and issuer:

d. Are you exempt from the requirement to have a Licence (WML) or Permit?

Yes ☐ No ☐

If yes, give reason: (See Guidance Notes)

e. If you are a Registered Broker please enter details below:

Registration No: Issuing Authority: Expiry Date:

Part 3

Pre-Treatment Declaration

a. Do you currently segregate/recycle any of your Waste? Yes ☒ No ☐

Part 4. Person Receiving the Waste ("Transferee")

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 – registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no. NI 00705 Issued by the NIFA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CB/WE5237GH previously TWE672683/CB, Issued by the E.A.

I confirm that I have fulfilled my duty to apply the waste hierarchy as Required by Reg 12 of the Waste (England and Wales) Regulations 2011 (delete for waste collected in Scotland / NI)

M Etheridge
Authorised signature(s) of Transferor

M ETHERIDGE
Name(s) (please print)

Date

23/1/2012

M.Hutton
for and on behalf of Biffa Waste Services Limited

M.Hutton (Mr)

Name (please print)

14/01/12

Date

This is a legal document: You are obliged to keep your copy of this document for at least 3 years from the start date (see Question 2).

Guide to Completing the Controlled Waste Description and Transfer Note (referred to as "Transfer Note")

The Transfer Note is a legal document and you are obliged to keep a copy for at least 3 years from the start date. It is an offence to knowingly provide false information on a Transfer Note.

You have previously supplied the details, which are already printed on this form. Please check them carefully to ensure that the details are still correct and have not changed since your previous declaration. If they are incorrect please make appropriate amendments on the form. These notes are for guidance only, to assist you in completion of this form. However we would remind you that it is a legal document and you are responsible for supplying a correct and accurate description of your waste.

Part 1- This section is about the waste being disposed of:

Contract No, Account No, Container Description, No of Containers and No of Collections per week – These details are pre-printed but please check these accurately reflect the service you receive.

Part 1a. This must be completed. Please tick only one of the first three boxes which best describes your waste: Inert, Non Hazardous, Hazardous waste (known as Special Waste in Scotland)

Inert Waste – is legally defined¹. In general it is dry waste that has no biodegradable properties e.g. uncontaminated sub soil or clean bricks

Non Hazardous Waste² - is legally defined as any waste in the List of Waste regulations³(LOW) not denoted with an asterisk and which is otherwise uncontaminated e.g. paper, plastic, cardboard, office waste, canteen waste, most hotel and restaurant waste etc. the LOW is equivalent to the European Waste Catalogue (EWC) and contains the same codes..

Hazardous Waste / Special Waste (Scotland) – is waste which has the potential to cause harm to human health or the environment. It is defined as waste listed in the LOW/EWC which is denoted with an asterisk. The Joint Agency's guidance note (WM2) provides extensive guidance. Hazardous waste is known as Special Waste in Scotland.

We also need to know if your waste is Liquid or Excluded so please tick these boxes if relevant

Liquid Waste –. Liquid waste is defined as waste which contains more than 10 % free flowing liquid or if it contains greater than 250litres, whichever is the lesser.

Excluded Waste – Some wastes are prohibited from most standard waste treatment and disposal options and require segregated and specialist handling e.g. radioactive materials, infections hospital and some other clinical waste. If your waste is hazardous or contains Animal By-Products and is not dry, general, non hazardous industrial or commercial waste then it is recommended that you tick Excluded Waste and contact Customer Services to discuss compliant service options.

Part 1b. If this section is not pre-printed please complete using the guide below.

You are required to identify your waste by reference to the LOW/EWC³ using the code which best describes your waste. While Biffa cannot take on your statutory or contractual obligation to describe your waste, there are a few commonly used codes in the table below. If these codes are not applicable to your waste type then please contact the Customer Service Helpdesk 029 2045 4012 between 8:30 -17:00hrs Mon-Fri. If you wish to use additional codes then please write these alongside the brief description in Part 1c.

DESCRIPTION MIXED	LOW/EWC CODE	WASTE TYPES- MIXED
Mixed Paper, cardboard, plastics, wood, catering waste, office waste, household waste, staff kitchen/ canteen waste etc.	20 03 01	Non-Hazardous-Mixed-Dry-General Industrial/Commercial waste in one container
Dry Mixed Recyclables, Paper/Cardboard metals plastics packaging.	15 01 06	Non- Hazardous packaging recyclables in one container.
Builders Waste – bricks, wood, rubble window frames, doors etc.	17 09 04	Non-Hazardous– Mixed-Dry Construction and Demolition Waste in one container
DESCRIPTION - SEPARATED	LOW/EWC CODE	WASTE TYPES - SEPARATED
Paper/Cardboard packaging	15 01 01	Non-Hazardous packaging
Wooden packaging- Pallets/Crates etc	15 01 03	Non-Hazardous packaging
Paper/Magazines - non packaging	20 01 01	Non-Hazardous office paper
Biodegradable Kitchen and Canteen Waste	20 01 08	Non-Hazardous food wastes
Glass Bottles	15 01 07	Inert – Glass
Construction Waste – Separated		Please ring Customer Helpdesk for LOW/EWC Codes

Please turn over page for more information

Part 1c – To ensure compliance with the Duty of Care you must provide a complete and accurate written description itemising the waste being put into the container(s) – If this has already been pre-printed it is based on information previously supplied by yourself. Please ensure it describes your waste accurately. If either the EWC/ LOW code or the description is incorrect or if it has changed since the last time you described it then please enter a new code in Part 1d and/or description in Part 1e.

Failure to ensure this section is completed will result in your Transfer Note being returned.

If there is not enough space on this document please use additional sheets and attach them

1. Please state the nature of your business being as descriptive as possible e.g. retail outlet, bicycle repair business.
2. SIC (2007)⁴ code – Standard Industry Classification code is a system of codes which classify your business activity. The current version required is that issued in 2007. The code should be pre-printed on the basis of information already supplied. If it is not pre printed or if it is not correct please cross it out and enter a correct code.
3. Dates are pre-printed. The start date will be the date of first collection to which the Transfer Note applies or the day immediately after the expiry date of your current Transfer Note.

Part 2 – This section is about the Account Holder (Transferor).

Current Holder of the waste (Transferor) – Details are pre printed. Please check details are correct and amend accordingly.

Collection Site (place of Transfer) – Details pre-printed. Please check details are correct and amend accordingly.

Part 2a. – You are the producer of the waste if you decide that you have no further use for material in your possession, you want to get rid of it or discard it, and in this case tick yes and ignore question 2/c and 2/d.

Part 2b. – You should tick yes only if you have imported the waste into the UK. You should tick no if the waste arises from products which have been imported into the UK and then discarded after their useful life. e.g. If you dispose of an unwanted Japanese television then you are **not** importing waste.

Part 2c. If you are not the producer of the waste and you hold an Environmental Permit, a Waste Management License or a PPC Permit please tick yes and provide details.

Part 2d. If you have not produced the waste but are exempt from the requirement to hold an authorisation please provide details of the exemption

Part 2e. If you are acting as a waste broker and arranging for the management of another person's waste without physically handling it then please supply details.

Part 3. Pre-treatment

The landfill Directive requires that only waste which is pre-treated can be accepted into landfill so we need to check whether you pre-treat your waste. Your waste will be considered to be pre-treated if you separate out materials for recycling or for some other treatment process such as composting or Anaerobic Digestion. Please tick Yes if you pre-treat your waste.

Part 4 Person Receiving the Waste "Transferee" Waste should only be transferred to an authorised person (this is a defined legal term). Biffa is an authorised person as we are a registered waste carrier, the details of which are pre-printed.

Finally, please ensure that you read and sign the declaration. The waste hierarchy requires that all holders of waste have a Duty to, in priority order: Reduce the amount of waste they produce; reuse what they possibly can; prepare materials for reuse; recycle materials; utilise other recovery options; and utilise disposal only as a least favoured option. Biffa can provide a number of recycling and recovery options and provide advice on waste reduction.

The Transfer Note is a legal document and should only be signed by an authorised signatory before returning to the address on the covering letter.

1. COUNCIL DIRECTIVE 1999/31/EC of 26 April 1999 on the landfill of waste and supporting Decisions.
2. Hazardous Waste (England and Wales) Regulations 2005 (SI 2005/ 894) as amended. Corresponding regulations apply in Scotland, Wales and NI.
3. List of Wastes (England) Regulations 2005 (SI 2005/895) as amended.
4. SIC(2007) see Office of National Statistics - <http://www.ons.gov.uk/ons/guide-method/classifications/current-standard-classifications/standard-industrial-classification/index.html>



12/01/12

Biffa Waste Services Ltd
Nationwide Works
Viking Place
Roath Docks
Cardiff
CF10 4TS

www.biffa.co.uk

Mailing Address:-

Collection Address:-

BFF01_152922 ps/001433/000359/000001

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

TRANSFER NOTE RENEWAL

The completion of the enclosed document is a legal requirement.

Dear Customer

Section 34, The Environmental Protection Act 1990 ("EPA")
The Environmental Protection (Duty of Care) Regulations 1991
Waste (England and Wales) Regulations 2011
Controlled Waste Description and Transfer Note ("Transfer Note")

According to our records the current Transfer Note (which is required to effect the lawful collection of your waste) expires on 31/03/12. In order that collections of your waste can continue we enclose a new Transfer Note for completion and signature by you.

The Transfer Note is now in four parts as outlined below and where possible we have pre-printed the information that has previously been supplied by you. Please check that the details are correct and amend accordingly or complete the sections required using the Guidance Notes enclosed.

- Part 1 - This section is about the waste being disposed of.
- Part 2 - This section is about the Account Holder (Transferor), the Site details of where the waste is produced and the dates this Transfer Note is valid from and to.
- Part 3 - This section is the Pre Treatment Declaration where you must indicate if you are recycling any waste at the site address or if you are using any Treatment process.
- Part 4 - This section is about the person collecting the waste (Transferee) and the Registered Waste Carrier Registration No.

Please complete and sign both Transfer Notes retaining one copy for your records and returning the copy marked 'Return to Biffa when completed' to the above address.

If you require any further assistance then please contact the Customer Helpdesk on 029 2045 4012 or you can send an e-mail to epa@biffa.co.uk quoting the barcode number which is on the top of the Transfer Note and you will be responded to within 48hrs.

Yours faithfully

For and on behalf of
Biffa Waste Services Limited



Date
01/11/12



Biffa Waste Services Ltd
Nationwide Works
Viking Place
Roath Docks
Cardiff
CF10 4TS

www.biffa.co.uk

Mailing Address:-

Collection Address:-

BFF01_092924 ps/000257/000065/000001

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

*Returned
16/11/12*

TRANSFER NOTE RENEWAL

The completion of the enclosed document is a legal requirement.

Dear Customer

Section 34, The Environmental Protection Act 1990 ("EPA")
The Environmental Protection (Duty of Care) Regulations 1991
Waste (England and Wales) Regulations 2011
Controlled Waste Description and Transfer Note ("Transfer Note")

According to our records the current Transfer Note (which is required to effect the lawful collection of your waste) expires on 31/01/13. In order that collections of your waste can continue we enclose a new Transfer Note for completion and signature by you.

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- Part 1 - This section is about the waste being disposed of.
- Part 2 - This section is about the Account Holder (Transferor), the Site details of where the waste is produced and the dates this Transfer Note is valid from and to.
- Part 3 - This section is the Pre Treatment Declaration where you must indicate if you are recycling any waste at the site address or if you are using any Treatment process.
- Part 4 - This section is about the person collecting the waste(Transferee) and the Registered Waste Carrier Registration No.

Please complete and sign both Transfer Notes retaining one copy for your records and returning the copy marked 'Return to Biffa when completed' to the above address.

If you require any further assistance then please contact the Customer Helpdesk on 029 2045 4012 or you can send an e-mail to eva@biffa.co.uk quoting the barcode number which is on the top of the Transfer Note and you will be responded to within 48hrs.

Yours faithfully

Mayson Fawke

For and on behalf of
Biffa Waste Services Limited



CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE ***** Complete in BLACK INK only *****

Part 1

Depot/Contract No: 581/769318*1*08500000 Account No: M20789

Container Description: 8.0 CU.M FEL Standard General Waste

No of Containers on Site: 1 No of Collections per week: 1

a. Describe the Waste (See Guidance Notes)

Inert ☐ Non-Hazardous ☒ Hazardous / Special Waste (Scotland) ☐ Liquid Waste ☐ Excluded Waste ☐

LOW/EWC CODE: 2 0 0 3 0 1

WRITTEN DESCRIPTION OF THE WASTE (See Guidance Notes): c. OFFICE WASTE, PACKAGING, CANTEN WASTE

If the LOW/EWC Code and written description have not been entered please complete this section using the Guidance Notes.
FAILURE TO COMPLETE THE ABOVE SECTIONS WILL RESULT IN THE TRANSFER NOTE BEING RETURNED.
 If the EWC/ LOW code and written description have been pre-printed on this form it is based on information previously supplied, please carefully check the details. If they are incorrect please enter any amendments in section d and e. (highlighted in grey) below.

d. e.

1. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided). AVOIDING SERVICES
2. SIC (2007) (please amend if incorrect). 25.61 TREATMENT AND COATING OF METALS
3. Date of collection/transfer (for multiple transfers, give 'between' dates - unless notified otherwise subject to max. 12 months) 01/02/13 to 31/01/14

Part 2

Current Holder of the Waste ("Transferor")

Customer Name: METRO ENGINEERING AND PLATING Collection Site (place of transfer) Name: METRO ENG. & PLATING WORKS LTD

Address: ESKDALE RD UB82RT Address: UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD, UXBRIDGE MIDDLESEX UB82RT

a. Are you the producer of the waste? If yes, ignore questions (c) and (d) Yes ☒ No ☐

b. Have you imported the waste? Yes ☐ No ☒

c. Are you the holder of a Licence (WML), Permit or Env Permit? Yes ☐ No ☐
 If yes please state reference number and issuer:

d. Are you exempt from the requirement to have a Licence (WML) or Permit? Yes ☐ No ☐
 If yes, give reason: (See Guidance Notes)

e. If you are a Registered Broker please enter details below:

Registration No: Issuing Authority: Expiry Date:

Part 3

Pre-Treatment Declaration

a. Do you currently segregate/recycle any of your Waste? Yes ☒ No ☐

Part 4. Person Receiving the Waste ("Transferee") BIFFA WASTE SERVICES LIMITED (Company Registration 946107 - registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no. NI 00705. Issued by the NIFA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CB/WE5237GH previously TWE672683/CB). Issued by the E.A.

I confirm that I have fulfilled my duty to apply the waste hierarchy as Required by Reg 12 of the Waste (England and Wales) Regulations 2011 (delete for waste collected in Scotland / NI)

Authorised signature(s) of Transferor: M Cetheridge

Name(s) (please print): M CETHERIDGE Date: 16/11/12

for and on behalf of Biffa Waste Services Limited

MARYSIA FAWKE 03/11/12

Name (please print): MARYSIA FAWKE Date: 03/11/12

This is a legal document. You are obliged to keep your copy of this document for at least 3 years from the start date (see Question 2).

Guide to Completing the Controlled Waste Description and Transfer Note (referred to as "Transfer Note")

The Transfer Note is a legal document and you are obliged to keep a copy for at least 3 years from the start date. It is an offence to knowingly provide false information on a Transfer Note.

You have previously supplied the details, which are already printed on this form. Please check them carefully to ensure that the details are still correct and have not changed since your previous declaration. If they are incorrect please make appropriate amendments on the form. These notes are for guidance only, to assist you in completion of this form.

However we would remind you that it is a legal document and you are responsible for supplying a correct and accurate description of your waste.

Part 1- This section is about the waste being disposed of:

Contract No, Account No, Container Description, No of Containers and No of Collections per week – These details are pre-printed but please check these accurately reflect the service you receive.

Part 1a. This must be completed. Please tick only one of the first three boxes which best describes your waste: Inert, Non Hazardous, Hazardous waste (known as Special Waste in Scotland)

Inert Waste – is legally defined¹. In general it is dry waste that has no biodegradable properties e.g. uncontaminated sub soil or clean bricks.

Non Hazardous Waste² - is legally defined as any waste in the List of Waste regulations³(LOW) not denoted with an asterisk and which is otherwise uncontaminated e.g. paper, plastic, cardboard, office waste, canteen waste, most hotel and restaurant waste etc. the LOW is equivalent to the European Waste Catalogue (EWC) and contains the same codes..

Hazardous Waste / Special Waste (Scotland) – is waste which has the potential to cause harm to human health or the environment. It is defined as waste listed in the LOW/EWC which is denoted with an asterisk. The Joint Agency's guidance note (WM2) provides extensive guidance. Hazardous waste is known as Special Waste in Scotland.

We also need to know if your waste is Liquid or Excluded so please tick these boxes if relevant

Liquid Waste – Liquid waste is defined as waste which contains more than 10 % free flowing liquid or if it contains greater than 250litres, whichever is the lesser.

Excluded Waste – Some wastes are prohibited from most standard waste treatment and disposal options and require segregated and specialist handling e.g. radioactive materials, infections hospital and some other clinical waste. If your waste is hazardous or contains Animal By-Products and is not dry, general, non hazardous industrial or commercial waste then it is recommended that you tick Excluded Waste and contact Customer Services to discuss compliant service options.

Part 1b. If this section is not pre-printed please complete using the guide below.

You are required to identify your waste by reference to the LOW/EWC³ using the code which best describes your waste.

While Biffa cannot take on your statutory or contractual obligation to describe your waste, there are a few commonly used codes in the table below. If these codes are not applicable to your waste type then please contact the Customer Service Helpdesk 029 2045 4012 between 8:30 -17:00hrs Mon-Fri. If you wish to use additional codes then please write these alongside the brief description in Part 1c

DESCRIPTION MIXED	LOW/EWC CODE	WASTE TYPES- MIXED
Mixed Paper, cardboard, plastics, wood, catering waste, office waste, household waste, staff kitchen/ canteen waste etc.	20 03 01	Non-Hazardous-Mixed-Dry-General Industrial/Commercial waste in one container
Dry Mixed Recyclables, Paper/Cardboard metals plastics packaging.	15 01 06	Non- Hazardous packaging recyclables in one container.
Builders Waste – bricks, wood, rubble window frames, doors etc.	17 09 04	Non-Hazardous- Mixed-Dry Construction and Demolition Waste in one container
DESCRIPTION - SEPARATED	LOW/EWC CODE	WASTE TYPES - SEPARATED
Paper/Cardboard packaging	15 01 01	Non-Hazardous packaging
Wooden packaging- Pallets/Crates etc	15 01 03	Non-Hazardous packaging
Paper/Magazines - non packaging	20 01 01	Non-Hazardous office paper
Biodegradable Kitchen and Canteen Waste	20 01 08	Non-Hazardous food wastes
Glass Bottles	15 01 07	Inert – Glass
Construction Waste – Separated		Please ring Customer Helpdesk for LOW/EWC Codes

Please turn over page for more information

Part 1c – To ensure compliance with the Duty of Care you must provide a complete and accurate written description itemising the waste being put into the container(s) – If this has already been pre-printed it is based on information previously supplied by yourself. Please ensure it describes your waste accurately. If either the EWC/ LOW code or the description is incorrect or if it has changed since the last time you described it then please enter a new code in Part 1d and/or description in Part 1e.

Failure to ensure this section is completed will result in your Transfer Note being returned.

If there is not enough space on this document please use additional sheets and attach them

1. Please state the nature of your business being as descriptive as possible e.g. retail outlet, bicycle repair business.
2. SIC (2007)⁴ code – Standard Industry Classification code is a system of codes which classify your business activity. The current version required is that issued in 2007. The code should be pre-printed on the basis of information already supplied. If it is not pre printed or if it is not correct please cross it out and enter a correct code.
3. Dates are pre-printed. The start date will be the date of first collection to which the Transfer Note applies or the day immediately after the expiry date of your current Transfer Note.

Part 2 – This section is about the Account Holder (transferor).

Current Holder of the waste (Transferor) – Details are pre printed. Please check details are correct and amend accordingly.

Collection Site (place of Transfer) – Details pre-printed. Please check details are correct and amend accordingly.

Part 2a. – You are the producer of the waste if you decide that you have no further use for material in your possession, you want to get rid of it or discard it, and in this case tick yes and ignore question 2/c and 2/d.

Part 2b. – You should tick yes only if you have imported the waste into the UK. You should tick no if the waste arises from products which have been imported into the UK and then discarded after their useful life. e.g. If you dispose of an unwanted Japanese television then you are not importing waste

Part 2c. If you are not the producer of the waste and you hold an Environmental Permit, a Waste Management License or a PPC Permit please tick yes and provide details.

Part 2d. If you have not produced the waste but are exempt from the requirement to hold an authorisation please provide details of the exemption

Part 2e. If you are acting as a waste broker and arranging for the management of another persons waste without physically handling it then please supply details.

Part 3. Pre-treatment

The landfill Directive requires that only waste which is pre-treated can be accepted into landfill so we need to check whether you pre-treat your waste. Your waste will be considered to be pre-treated if you separate out materials for recycling or for some other treatment process such as composting or Anaerobic Digestion. Please tick Yes if you pre-treat your waste.

Part 4. Person Receiving the Waste "Transferee" Waste should only be transferred to an authorised person (this is a defined legal term). Biffa is an authorised person as we are a registered waste carrier, the details of which are pre-printed.

Finally, please ensure that you read and sign the declaration. The waste hierarchy requires that all holders of waste have a Duty to, in priority order: Reduce the amount of waste they produce; reuse what they possibly can; prepare materials for reuse; recycle materials; utilise other recovery options; and utilise disposal only as a least favoured option. Biffa can provide a number of recycling and recovery options and provide advice on waste reduction.

The Transfer Note is a legal document and should only be signed by an authorised signatory before returning to the address on the covering letter.

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2. Hazardous Waste (England and Wales) Regulations 2005 (SI 2005/ 894) as amended. Corresponding regulations apply in Scotland, Wales and NI.
3. List of Wastes (England) Regulations 2005 (SI 2005/895) as amended.
4. SIC(2007) see Office of National Statistics - <http://www.ons.gov.uk/ons/guide-method/classifications/current-standard-classifications/standard-industrial-classification/index.html>



Biffa Waste Services Ltd
Kingsmill
London Road
Loudwater
High Wycombe
HP10 9TD

6th Feb 2012

Hi Simon

Please find enclosed a copy of your recently signed contract.

Regards

A handwritten signature in black ink, appearing to read "Jason Harding".

Jason Harding



CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE

This is a legal document

You are obliged to keep your copy of this document for at least 3 years from the start date



769318*1*08500000/2599

PART 1

Depot / Contract No	581/769318*1*08500000	Account No	M20789
Container Description	8.0 CU M FEL FOR GENERAL WASTE		
No of Containers on Site	1	No of Collections per week	1
(a) Describe the Waste			
<input type="checkbox"/> Inert <input checked="" type="checkbox"/> Non-Hazardous <input type="checkbox"/> Hazardous / Special Waste (Scotland) <input type="checkbox"/> Liquid Waste <input type="checkbox"/> Excluded Waste			
(b) LOW / EWC Code			
2 0 0 3 0 1			
(c) Written description of the waste			
OFFICE WASTE, PACKAGING, CANTEEN WASTE			

1	SIC (2007)	25.61	TREATMENT AND COATING OF METALS
2.	Date of collection / transfer	01/02/2014	TO 31/01/2015

PART 2 - CURRENT HOLDER OF THE WASTE ('TRANSFEROR')

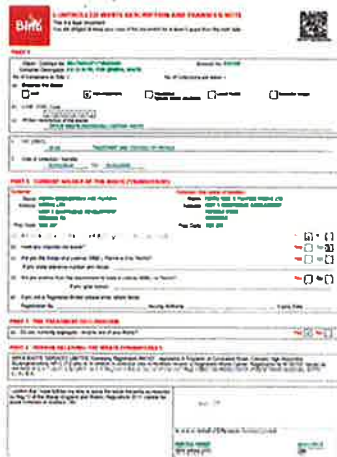
Customer	Collection Site (place of transfer)
Name: METRO ENGINEERING AND PLATING	Name: METRO ENG. & PLATING WORKS LTD
Address: WORKS LTD.	Address: UNIT 3 CHARTRIDGE DEVELOPMENT
UNIT 3 CHARTRIDGE DEVELOPMENT	ESKDALE ROAD
ESKDALE RD	UXBRIDGE
Post Code: UB8 2RT	Post Code: UB8 2RT
(a) Are you the producer of the waste? If yes, ignore questions (c) and (d)	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(b) Have you imported the waste?	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
(c) Are you the holder of a Licence (WML), Permit or Env. Permit?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, state reference number and issuer: _____	
(d) Are you exempt from the requirement to have a Licence (WML) or Permit?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, give reason: _____	
(e) If you are a Registered Broker please enter details below.	
Registration No _____	Issuing Authority _____ Expiry Date _____

PART 3 - PRE-TREATMENT DECLARATION

(a) Do you currently segregate / recycle any of your Waste?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
---	---

PART 4 - PERSON RECEIVING THE WASTE ('TRANSFeree')

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 - registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no NI 00705. Issued by the NIEA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CB/WE5237GH previously TWE672683/CB), issued by the E.A.	
I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Reg 12 of the Waste (England and Wales) Regulations 2011. (delete for waste collected in Scotland / NI)	
Signature: <u>Mark Etheridge</u> Mark Etheridge (Nov 20, 2014)	for and on behalf of Biffa waste Services Limited
Email: mark@metroplating.co.uk	MARYSIA FAWKE
	20/11/2013
	Name (please print)
	Date



Transfer Note Renewal

EchoSign Document History

November 20, 2013

Created: November 20, 2013
By: Biffa Waste Services (customerzone@biffa.co.uk)
Status: SIGNED
Transaction ID: X2SXHLNDC4XX5XR

"Transfer Note Renewal" History

-  Widget created by Biffa Waste Services (customerzone@biffa.co.uk)
November 20, 2013 - 11:36 AM GMT
-  Widget filled in by Mark Etheridge (mark@metroplating.co.uk)
November 20, 2013 - 11:38 AM GMT - IP address: 195.149.30.126
-  User email address provided through API (CustomerZone)
November 20, 2013 - 11:38 AM GMT - IP address: 195.149.30.126
-  Signed document emailed to Biffa Waste Services (customerzone@biffa.co.uk) and Mark Etheridge (mark@metroplating.co.uk)
November 20, 2013 - 11:38 AM GMT



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Adobe EchoSign

CUSTOMER COPY

CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE ***** Complete in BLACK INK only *****

Part 1

Depot/Contract No: 581/769318*1*08500000 Account No: M20789

Container Description: 8.0 CU M FEL Standard General Waste

No of Containers on Site: 1 No of Collections per week: 2

a. Describe the Waste (See Guidance Notes)

Inert ☐ Non-Hazardous ☒ Hazardous / Special Waste (Scotland) ☐ Liquid Waste ☐ Excluded Waste ☐

LOW/EWC CODE: 2 0 0 3 0 1

WRITTEN DESCRIPTION OF THE WASTE (See Guidance Notes): OFFICE WASTE, PACKAGING, CANTEEN WASTE

b. If the LOW/EWC Code and written description have not been entered please complete this section using the Guidance Notes. FAILURE TO COMPLETE THE ABOVE SECTIONS WILL RESULT IN THE TRANSFER NOTE BEING RETURNED. If the EWC/ LOW code and written description have been pre-printed on this form it is based on information previously supplied, please carefully check the details. If they are incorrect please enter any amendments in section d and e. (highlighted in grey) below.

d. ☐ ☐ ☐ ☐ ☐ ☐ e. ☐ ☐ ☐ ☐ ☐ ☐

1. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided): ANODISING
2. SIC (2007) (please amend if incorrect): 25.61 TREATMENT AND COATING OF METALS
3. Date of collection/transfer (for multiple transfers, give "between" dates – unless notified otherwise subject to max. 12 months) 16/06/2014 TO 16/06/2015

Part 2

Current Holder of the Waste ("Transferor")

Customer Name: METRO ENGINEERING AND PLATING

Address: WORKS LTD. UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE RD UB8 2RT

Collection Site (place of transfer) Name: METRO ENG. & PLATING WORKS LTD

Address: UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD UXBIDGE MIDDLESEX

a. Are you the producer of the waste? If yes, ignore questions (c) and (d) Yes ☒ No ☐

b. Have you imported the waste? Yes ☐ No ☐

c. Are you the holder of a Licence (WML), Permit or Env Permit? If yes please state reference number and issuer: Yes ☐ No ☐

d. Are you exempt from the requirement to have a Licence (WML) or Permit? If yes, give reason: (See Guidance Notes) Yes ☐ No ☒

e. If you are a Registered Broker please enter details below:

Registration No: Issuing Authority: Expiry Date:

Part 3

Pre-Treatment Declaration

a. Do you currently segregate/recycle any of your Waste? Yes ☒ No ☐

Part 4. Person Receiving the Waste ("Transferee") BIFFA WASTE SERVICES LIMITED (Company Registration 946107 – registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no. NI 00705. Issued by the NIEA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CB/WF5237GH previously TWE672683/CB, Issued by the F A

I confirm that I have fulfilled my duty to apply the waste hierarchy as Required by Reg 12 of the Waste (England and Wales) Regulations 2011 (delete for waste collected in Scotland / NI)

Authorised signature(s) of Transferor

M. Fawke 16/6/14

Name(s) (please print): Date

for and on behalf of Biffa Waste Services Limited

MARYSIA FAWKE

16/6/2014

Name (please print):

Date

Delivering more

Biffa

Date: 16 June 2014

Our Ref: 0299729



0299729*02/1

Dave Macintosh
METRO ENG. & PLATING
WORKS LTD
UNIT 3 CHARTRIDGE
DEVELOPMENT

Further to our recent conversation, we have agreed to amend your current service contract and the related Controlled Waste Description and Transfer Note as follows: -

Current Service

Contract Detail Number (Biffa Reference)	Container Size	Container Quantity	Collection Frequency	EWC Code	Waste Description
769318*1*08500000	8.00	1	Weekly	200301	General Waste

Proposed Service

As detailed on the enclosed Transfer Note(s) your new agreed service will be as follows:

Contract Detail Number (Biffa Reference)	Container Size	Container Quantity	Collection Frequency	EWC Code	Waste Description
769318*1*08500000	8.00	1	2x Weekly	200301	General Waste

Please sign, date and return the attached Controlled Waste Description and Transfer Note (Biffa Copy). You should retain the other Customer copy for your records. It is a legal requirement that this documentation is completed and accurately describes the waste service we provide.

The new service described above will be processed and implemented within seven working days following receipt of the attached signed documentation.

Yours sincerely

Biffa Customer Services



M007/000316/001*

376/0316

METRO ENGINEERING AND PLATING
WORKS LTD.
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE RD
UB8 2RT



19th February 2014

Account Reference M20789/L1

Waste Collection Service

Dear Sir / Madam,

As a valued Biffa customer we endeavour to minimise the financial impact of legislative, operational and disposal cost increases affecting the collection of your waste. However the Chancellor of the Exchequer has confirmed an increase of 11% in the standard rate of landfill tax which has now risen to £80 per tonne with effect from April 1st 2014. This will inevitably affect your waste management fees and changes to your waste service prices for the forthcoming year, effective from March 29th 2014, are shown overleaf.

We may be able to reduce your waste management costs and improve your environmental performance by providing one of our other recycling services such as collections for food waste, glass or dry mixed recycling. You can find more information about this on our website www.biffa.co.uk.

Alternatively, please contact us via email on serviceoptions@biffa.co.uk or call us on 0800 601 601 where a dedicated team will be waiting to take your call.

We thank you for your custom and look forward to continuing our relationship.

Yours faithfully,

Jeff Anderson
Managing Director
I & C Division



Biffa Waste Services Ltd,
Customer Service Centre,
Coronations Road,
Cressex,
High Wycombe,
HP12 3TZ
www.Biffa.co.uk

MC2/000220/000220/001*

METRO ENGINEERING AND PLATING
WORKS LTD.
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE RD
UB8 2RT

ATC # M 20789

P/word - normal (8 chars
no caps)

16/11/13

WELCOME TO CUSTOMER ZONE Renewal of your Waste Transfer Note

Dear Customer,

We have been working hard to improve your Biffa experience and to make it easier for you to manage your Biffa account, we have developed an easy and convenient **online account portal called CustomerZone**.

You can now renew your Waste Transfer Note(s) (a legal document required to allow us to collect your waste and recycling) online in a matter of minutes.

CustomerZone also gives you the ability to:

- ✓ Order and track services
- ✓ Maintain and file documentation for legal compliance
- ✓ Make payments online
- ✓ View and manage your account 24/7 at your convenience

According to our records your current Waste Transfer Note(s) expires on 31/01/14. So that collections of your waste can continue, we invite you to log in into CustomerZone and renew your waste transfer note(s) now.

To begin using CustomerZone please visit the web page below. Then using the unique activation code we have created for you, begin the log in process. **Before you log in please be aware that the first individual within your company to log in will become the CustomerZone primary administrator. This means that this person will have visibility and access to all of the CustomerZone functionality.**

Your unique login details are: -

Web page: customerzone.biffa.co.uk/WTNRenew
(Please do not add www. when you enter the web address above)

Activation code: 5149050085

For security reasons your login details will expire within 14 days unless used.



We are confident that you will enjoy using the CustomerZone and if you have any questions or would like more information on the CustomerZone, please contact our CustomerZone Support Team at customerzone.support@biffa.co.uk

Yours faithfully,

For and on behalf of
Biffa Waste Services



**CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE**

This is a legal document

You are obliged to keep your copy of this document for at least 3 years from the start date



789318*1*08500000/87579

PART 1

Depot / Contract No 581/769318*1*08500000		Account No M20789	
Container Description 8.0 CU M FEL FOR GENERAL WASTE			
No of Containers on Site 1		No of Collections per week 2	
(a) Describe the Waste			
<input type="checkbox"/> Inert	<input checked="" type="checkbox"/> Non-Hazardous	<input type="checkbox"/> Hazardous / Special Waste (Scotland)	<input type="checkbox"/> Liquid Waste
<input type="checkbox"/> Excluded Waste			
(b) LOW / EWC Code			
2 0 0 3 0 1			
(c) Written description of the waste			
OFFICE WASTE, PACKAGING, CANTEEN WASTE			

1. SIC (2007)	
25.61	TREATMENT AND COATING OF METALS
2. Date of collection / transfer	
01/06/2015	TO 31/05/2016

PART 2 - CURRENT HOLDER OF THE WASTE ('TRANSFEROR')

Customer Name: METRO ENGINEERING AND PLATING Address: WORKS LTD. UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE RD Post Code: UB8 2RT	Collection Site (place of transfer) Name: METRO ENG. & PLATING WORKS LTD Address: UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD UXBRIDGE Post Code: UB8 2RT
---	---

(a) Are you the producer of the waste? If yes, ignore questions (c) and (d)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b) Have you imported the waste?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(c) Are you the holder of a Licence (WML), Permit or Env. Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, state reference number and issuer: _____	
(d) Are you exempt from the requirement to have a Licence (WML) or Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give reason: _____	
(e) If you are a Registered Broker please enter details below:	
Registration No _____	Issuing Authority _____
Expiry Date _____	

PART 3 - PRE-TREATMENT DECLARATION

(a) Do you currently segregate / recycle any of your Waste?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
---	---

PART 4 - PERSON RECEIVING THE WASTE ('TRANSFeree')

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 - registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no NI 00705. Issued by the NIEA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CB/WE5237GH previously TWE672683/CB), Issued by the E.A.	
---	--

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Reg 12 of the Waste (England and Wales) Regulations 2011. (delete for waste collected in Scotland / NI)	<div style="text-align: center;"> </div> <hr/> for and on behalf of Biffa waste Services Limited
DocuSigned by: CB8461A2472247C...	MARYSIA FAWKE Name (please print)
	14/4/2015 Date

STATUTORY DECLARATION
OF
MARK CHARLES ETHERIDGE
EXHIBIT MCE 4



CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE

This is a legal document

You are obliged to keep your copy of this document for at least 3 years from the start date



769318*1*08500000/163499

PART 1

Depot / Contract No	581/769318*1*08500000	Account No	M20789
Container Description	8.0 CU M FEL FOR GENERAL WASTE		
No of Containers on Site	1	No of Collections per week	2
(a) Describe the Waste			
<input type="checkbox"/> Inert	<input checked="" type="checkbox"/> Non-Hazardous	<input type="checkbox"/> Hazardous / Special Waste (Scotland)	<input type="checkbox"/> Liquid Waste
<input type="checkbox"/> Excluded Waste			
(b) LOW / EWC Code			
2 0 0 3 0 1			
(c) Written description of the waste			
OFFICE WASTE, PACKAGING, CANTEEN WASTE			

1. SIC (2007)	25.61	TREATMENT AND COATING OF METALS
2. Date of collection / transfer	01/06/2016	TO 31/05/2017

PART 2 - CURRENT HOLDER OF THE WASTE ('TRANSFEROR')

Customer	Collection Site (place of transfer)
Name: METRO ENGINEERING AND PLATING	Name: METRO ENG. & PLATING WORKS LTD
Address: WORKS LTD.	Address: UNIT 3 CHARTRIDGE DEVELOPMENT
UNIT 3 CHARTRIDGE DEVELOPMENT	ESKDALE ROAD
ESKDALE RD	UXBRIDGE
Post Code: UB8 2RT	Post Code: UB8 2RT
(a) Are you the producer of the waste? If yes, ignore questions (c) and (d)	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(b) Have you imported the waste?	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
(c) Are you the holder of a Licence (WML), Permit or Env. Permit?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, state reference number and issuer: _____	
(d) Are you exempt from the requirement to have a Licence (WML) or Permit?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, give reason: _____	
(e) If you are a Registered Broker please enter details below:	
Registration No	Issuing Authority
_____	_____
Expiry Date	_____

PART 3 - PRE-TREATMENT DECLARATION

(a) Do you currently segregate / recycle any of your Waste?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
---	---

PART 4 - PERSON RECEIVING THE WASTE ('TRANSFeree')

<p>BIFFA WASTE SERVICES LIMITED (Company Registration 946107 - registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no ROC UT 714. Issued by the NIEA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CB/WE5237GH previously TWE672683/CB, issued by the E.A.</p>

<p>I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Reg 12 of the Waste (England and Wales) Regulations 2011. (delete for waste collected in Scotland / NI)</p>	<p><i>Marysia Fawke</i></p>
<p>DocuSigned by:</p> <p><i>Mark Etheridge</i></p> <p>CB6461A2472247C...</p>	<p>for and on behalf of Biffa waste Services Limited</p>
<p>MARYSIA FAWKE</p> <p>Name (please print)</p>	<p>11/4/2016</p> <p>Date</p>

**CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE**

This is a legal document

You are obliged to keep your copy of this document for at least 3 years from the start date



2222153*1*26100000/318430

PART 1

Depot / Contract No 581/2222153*1*26100000 Container Description 26.8 CU M OPEN BC FOR GENERAL WASTE No of Containers on Site 1	Account No M20789 No of Collections per week 1
(a) Describe the Waste <input type="checkbox"/> Inert <input checked="" type="checkbox"/> Non-Hazardous <input type="checkbox"/> Hazardous / Special Waste (Scotland) <input type="checkbox"/> Liquid Waste <input type="checkbox"/> Excluded Waste	
(b) LOW / EWC Code <div style="border: 1px solid black; padding: 2px; display: inline-block;">200301</div>	
(c) Written description of the waste SWEEPINGS PACKAGING WOOD METALS PLASTICS	

1	SIC (2007)	25.61 TREATMENT AND COATING OF METALS
2.	Date of collection / transfer	01/03/2018 TO 28/02/2019

PART 2 - CURRENT HOLDER OF THE WASTE ('TRANSFEROR')

Customer Name: METRO ENGINEERING AND PLATING WORKS LTD. Address: UNIT 3 CHARTRIDGE DEVELOPMENT UXBRIDGE Post Code: UB8 2RT	Collection Site (place of transfer) Name: METRO ENG. & PLATING WORKS LTD Address: UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD UXBRIDGE Post Code: UB8 2RT
--	--

(a) Are you the producer of the waste? If yes, ignore questions (c) and (d) Yes ☒ No ☐

(b) Have you imported the waste? Yes ☐ No ☒

(c) Are you the holder of a Licence (WML), Permit or Env. Permit?
 If yes, state reference number and issuer: _____ Yes ☐ No ☐

(d) Are you exempt from the requirement to have a Licence (WML) or Permit?
 If yes, give reason: _____ Yes ☐ No ☐

(e) If you are a Registered Broker please enter details below.
 Registration No _____ Issuing Authority _____ Expiry Date _____

PART 3 - PRE-TREATMENT DECLARATION

(a) Do you currently segregate / recycle any of your Waste?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
---	---

PART 4 - PERSON RECEIVING THE WASTE ('TRANSFeree')

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 - registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no ROC UT 714. Issued by the NIEA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CBDU104360 previously CBWE5237GH), issued by the E.A.	
--	--

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Reg 12 of the Waste (England and Wales) Regulations 2011. (delete for waste collected in Scotland / NI) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> DocuSigned by: CB8461A2472247C... </div>	<div style="text-align: center; margin-top: 20px;"> </div> <div style="margin-top: 10px;"> for and on behalf of Biffa waste Services Limited MARYSIA FAWKE Name (please print) </div> <div style="text-align: right; margin-top: 10px;"> 8/1/2018 Date </div>
---	---

Biffa**CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE**

This is a legal document

You are obliged to keep your copy of this document for at least 3 years from the start date



2222153*1*26100000/416266

PART 1

Depot / Contract No 581/2222153*1*26100000		Account No M20789	
Container Description 26.8 CU M OPEN BC FOR GENERAL WASTE			
No of Containers on Site 1		No of Collections per week 0.5	
(a) Describe the Waste			
<input type="checkbox"/> Inert	<input checked="" type="checkbox"/> Non-Hazardous	<input type="checkbox"/> Hazardous / Special Waste (Scotland)	<input type="checkbox"/> Liquid Waste
<input type="checkbox"/> Excluded Waste			
(b) LOW / CWC Code			
2 0 0 3 0 1			
(c) Written description of the waste			
SWEEPINGS PACKAGING WOOD METALS PLASTICS			

1	SIC: (2000)	25.61	TREATMENT AND COATING OF METALS
2.	Date of collection / transfer		
	01/03/2019	TO	29/02/2020

PART 2 - CURRENT HOLDER OF THE WASTE ('TRANSFEROR')

Customer Name: METRO ENGINEERING AND PLATING Address: WORKS LTD. UNIT 3 CHARTRIDGE DEVELOPMENT UXBRIDGE Post Code: UB8 2RT	Collection Site (place of transfer) Name: METRO ENG. & PLATING WORKS LTD Address: UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD UXBRIDGE Post Code: UB8 2RT
--	--

(a) Are you the producer of the waste? If yes, ignore questions (c) and (d)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b) Have you imported the waste?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(c) Are you the holder of a Licence (WML), Permit or Env. Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, state reference number and issuer: _____	
(d) Are you exempt from the requirement to have a Licence (WML) or Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give reason: _____	
(e) If you are a Registered Broker please enter details below:	
Registration No _____	Issuing Authority _____
Expiry Date _____	

PART 3 - PRE-TREATMENT DECLARATION

(a) Do you currently segregate / recycle any of your Waste?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
---	---

PART 4 - PERSON RECEIVING THE WASTE ('TRANSFeree')

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 - registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no ROC UT 714. Issued by the NIEA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CBU104360 previously CB/WE5237GH), issued by the E.A.
--

I warrant that I have fulfilled my duty to apply the waste hierarchy as required by the revised European Waste Framework Directive <div style="border: 1px solid black; padding: 5px; margin-top: 20px;"> DocuSigned by: CB6461A2472247C... </div>	<div style="text-align: center; margin-top: 20px;"> </div> for and on behalf of Biffa waste Services Limited JEFF ANDERSON Name (please print)
	17/1/2019 Date

**CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE**

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You are obliged to keep your copy of this document for at least 3 years from the start date



2222153*1*26100000/514272

PART 1

Depot / Contract No	581/2222153*1*26100000	Account No	M20789
Container Description	26.8 CU M OPEN BC FOR GENERAL WASTE		
No of Containers on Site	1	No of Collections per week	0.5
(a) Describe the Waste			
<input type="checkbox"/> Inert	<input checked="" type="checkbox"/> Non-Hazardous	<input type="checkbox"/> Hazardous / Special Waste (Scotland)	<input type="checkbox"/> Liquid Waste
<input type="checkbox"/> Excluded Waste			
(b) LOW / EWC Code			
200301			
(c) Written description of the waste			
SWEEPINGS PACKAGING WOOD METALS PLASTICS			

1	Site (2007)	25.61	TREATMENT AND COATING OF METALS
2.	Date of collection / transfer		
	01/03/2020	TO	28/02/2021

PART 2 - CURRENT HOLDER OF THE WASTE ('TRANSFEROR')

Customer	Collection Site (place of transfer)
Name: METRO ENGINEERING AND PLATING	Name: METRO ENG & PLATING WORKS LTD
Address: WORKS LTD.	Address: UNIT 3 CHARTRIDGE DEVELOPMENT
UNIT 3 CHARTRIDGE DEVELOPMENT	ESKDALE ROAD
UXBRIDGE	UXBRIDGE
Post Code: UB8 2RT	Post Code: UB8 2RT
(a) Are you the producer of the waste? If yes, ignore questions (c) and (d)	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
(b) Have you imported the waste?	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
(c) Are you the holder of a Licence (WML), Permit or Env. Permit?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, state reference number and issuer: _____	
(d) Are you exempt from the requirement to have a Licence (WML) or Permit?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, give reason: _____	
(e) If you are a Registered Broker please enter details below:	
Registration No _____	Issuing Authority _____ Expiry Date _____

PART 3 - PRE-TREATMENT DECLARATION

(a) Do you currently segregate / recycle any of your Waste?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
---	---

PART 4 - PERSON RECEIVING THE WASTE ('TRANSFeree')

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 - registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no ROC UT 714. Issued by the NIEA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CBDU104360 previously CB/WE5237GH), issued by the E.A.

I warrant that I have fulfilled my duty to apply the waste hierarchy as required by the revised European Waste Framework Directive

DocuSigned by:
Mark Etheridge
CB6461A2472247C...

for and on behalf of Biffa Waste Services Limited ("Biffa")

JEFF ANDERSON

16/01/2020

Name

Date

Where the Transferor has signed the Transfer Note it authorises Biffa to act as its agent for the purposes of administering the Transfer Note which shall include but not be limited to, checking, amending, updating, replacing, renewing and signing the Transfer Note as agent for the Transferor.



Biffa

TNT-CAR/DUP/36459
71/10660/18660

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

00082A

✓ Renewed
online
16/1/2020

11/01/20

Please check and sign your Transfer Note

According to our records your current Transfer Note(s) expire on 29/02/20.

IMPORTANT INFORMATION - PLEASE READ

*This is **not** a new contract and does **not** affect the duration of your contract with Biffa.*

By renewing your Transfer Note on CustomerZone you authorise Biffa to act as your agent for the purposes of updating and signing all future Transfer Notes on your behalf.

(See 'What Next?' for more information)

Why do I need a Transfer Note?

A Transfer Note is a document required by law, (the Environmental Protection Act (1990) and subsequent regulations) to allow Biffa to collect waste from your site and to show you are passing your waste on to a business which has the appropriate licence to collect waste. It must include enough information about you, the type of waste being produced, whether it has been pre-treated (separated from other waste, for example by removing recyclable material from it) and how it is contained so that Biffa can ensure it is handled and recycled, recovered or disposed of safely. It also includes information about Biffa and our licence number.

You can be asked to present your Transfer Note to the Environment Agency or your local Council at any time, so it is important you have a copy of it and that it is kept up to date. You are also required by law to keep your Waste Transfer Note for a period of 3 years.

What you need to do

Your Transfer Note can be quickly and easily renewed on our CustomerZone online portal. Guidance notes to help you complete this can be found at www.biffa.co.uk/-/media/files/Other/WTN-Guidelines. If you do not currently use CustomerZone please register your account by visiting customerzone.biffa.co.uk/register



METRO ENGINEERING AND PLATING
WORKS LTD.
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE RD
UXBRIDGE
UB8 2RT

00266A

M/156053
*/2/39714/55777

Date: 16 February 2021

M20/89 / 101

Dear Customer,

We hope you are keeping safe and well during this difficult time and would like to thank you for being a Biffa Waste Services customer in 2020.

The past year has certainly been a challenging one for us all and we look forward to an improving public health and business landscape in the year ahead.

What have Biffa been doing this year?

- **Continued operations** - I am proud to say, like many other essential businesses, Biffa has worked tirelessly throughout the pandemic to ensure our customers who remained fully or partially open received the services they needed, whilst also supporting those businesses who unfortunately had to close due to the government restrictions. Our operations and recycling networks have been maintained throughout and we fully intend this to continue while we remain in the current period of national lockdown
- **Support** - We wanted to support our customers through this pandemic as best we could and therefore introduced a support package that was flexible around the ever-changing restrictions. I hope that this worked for you and in a small way contributed to your business returning to better health in 2021
- **Investment in facilities** - We continue to invest heavily in the treatment of residual (general) waste. In 2020 we announced that we will be constructing two large Energy from Waste (EfW) facilities, one in the East Midlands and one in the North West, both of which will be ready to turn residual waste into electricity in 2023/24. We have also invested heavily in our plastics re-processing capability here in the UK so that we can recycle more HDPE and PET plastic bottles and containers, vital in the battle to reduce levels of plastic in our waste.
- **Investment in our Customer facing systems** - Covid is an extraordinary time and has driven us all to rely more on online transactions. We have launched a new e-comm platform which allows new customers to 'sign up online' and are following this in 2021 with a new customer portal, replacing our current CustomerZone. This will have a significant number of new and exciting features which we hope you will find beneficial.

Customer Services - We're here to help
0800 601 601 webenquiries@biffa.co.uk Mon to Fri: 8.00am to 5.30pm excluding public holidays

Biffa Waste Services Limited: Registered Office: Coronation Road, Cressex, High Wycombe, Buckinghamshire HP12 3TZ
Registered in England & Wales: Company No: 00946107 VAT No: 537 5116 27

Manage your
account online at
customerzone.biffa.co.uk

Sign up today!

Ref: M20789 Contract prices will be increased as follows

			Charge			
Mode	Description	EWC	Haulage	Disposal	Rental*	Site Visit
BC	General Waste	200301	£0.64 per M3	£4.00 per tonne		

EWC denotes European Waste Catalogue Code

per M3 denotes per cubic metre

* Increase applied only where rental is currently charged

26.1 m³ £162.73 → 179.88

WASTE £242.00 (2 Tonne)

£250.000 (2 Tonne)

Av Collect Now £404.73

NEW £429.88 = 6.2% ↑



CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE

This is a legal document

You are obliged to keep your copy of this document for at least 3 years from the start date



2222153*1*26100000/593015

PART 1

Depot / Contract No 581/2222153*1*26100000		Account No M20789
Container Description 26.8 CU M OPEN BC FOR GENERAL WASTE		
No of Containers on Site 1		No of Collections per week 0.5
(a) Describe the Waste		
<input type="checkbox"/> Inert <input checked="" type="checkbox"/> Non-Hazardous <input type="checkbox"/> Hazardous / Special Waste (Scotland) <input type="checkbox"/> Liquid Waste <input type="checkbox"/> Excluded Waste		
(b) LOW / EWC Code		
200301		
(c) Written description of the waste		
SWEEPINGS PACKAGING WOOD METALS PLASTICS		

1. SIC (2007)	25.61	TREATMENT AND COATING OF METALS
2. Date of collection / transfer	01/03/2021	TO 28/02/2022



PART 2 - CURRENT HOLDER OF THE WASTE ('TRANSFEROR')

Customer Name: METRO ENGINEERING AND PLATING WORKS LTD. Address: UNIT 3 CHARTRIDGE DEVELOPMENT UXBRIDGE Post Code: UB8 2RT	Collection Site (place of transfer) Name: METRO ENG. & PLATING WORKS LTD Address: UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD UXBRIDGE Post Code: UB8 2RT	
(a) Are you the producer of the waste? If yes, ignore questions (c) and (d)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b) Have you imported the waste?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(c) Are you the holder of a Licence (WML), Permit or Env. Permit?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, state reference number and issuer: _____		
(d) Are you exempt from the requirement to have a Licence (WML) or Permit?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, give reason: _____		
(e) If you are a Registered Broker please enter details below:		
Registration No _____	Issuing Authority _____	Expiry Date _____

PART 3 - PRE-TREATMENT DECLARATION

(a) Do you currently segregate / recycle any of your Waste?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
---	---

PART 4 - PERSON RECEIVING THE WASTE ('TRANSFeree')

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 - registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no ROC UT 714. Issued by the NIEA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CBDU104360 previously CBWE523/GH), issued by the E.A.			
I warrant that I have fulfilled my duty to apply the waste hierarchy as required by the revised European Waste Framework Directive			
			
Authorised signature of Biffa Waste acting as agent of the Transferor		for and on behalf of Biffa Waste Services Limited ("Biffa")	
JEFF ANDERSON	15/02/2021	JEFF ANDERSON	15/02/2021
Name	Date	Name	Date
Where the Transferor has signed the Transfer Note it authorises Biffa to act as its agent for the purposes of administering the Transfer Note which shall include but not be limited to, checking, amending, updating, replacing, renewing and signing the Transfer Note as agent for the Transferor.			



CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE

This is a legal document

You are obliged to keep your copy of this document for at least 3 years from the start date



2222153*1*26100000/834137

PART 1

Depot / Contract No	581/2222153*1*26100000	Account No	M20789
Container Description	26.8 CU M OPEN BC FOR GENERAL WASTE		
No of Containers on Site	1	No of Collections per week	0.5
(a) Describe the Waste	<input type="checkbox"/> Inert <input checked="" type="checkbox"/> Non-Hazardous <input type="checkbox"/> Hazardous / Special Waste (Scotland) <input type="checkbox"/> Liquid Waste <input type="checkbox"/> Excluded Waste		
(b) LOW / EWC Code	200301		
(c) Written description of the waste	SWEEPINGS PACKAGING WOOD METALS PLASTICS		

1. SIC (2007)	25.61	TREATMENT AND COATING OF METALS
2. Date of collection / transfer	01/03/2022	TO 28/02/2023

PART 2 - CURRENT HOLDER OF THE WASTE ('TRANSFEROR')

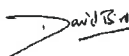
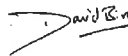
Customer Name: METRO ENGINEERING AND PLATING Address: WORKS LTD. UNIT 3 CHARTRIDGE DEVELOPMENT UXBRIDGE Post Code: UB8 2RT	Collection Site (place of transfer) Name: METRO ENG. & PLATING WORKS LTD Address: UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE ROAD UXBRIDGE Post Code: UB8 2RT
(a) Are you the producer of the waste? If yes, ignore questions (c) and (d)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
(b) Have you imported the waste?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
(c) Are you the holder of a Licence (WML), Permit or Env. Permit? If yes, state reference number and issuer:	Yes <input type="checkbox"/> No <input type="checkbox"/>
(d) Are you exempt from the requirement to have a Licence (WML) or Permit? If yes, give reason:	Yes <input type="checkbox"/> No <input type="checkbox"/>
(e) If you are a Registered Broker please enter details below: Registration No _____ Issuing Authority _____ Expiry Date _____	

PART 3 - PRE-TREATMENT DECLARATION

(a) Do you currently segregate / recycle any of your Waste?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
---	---

PART 4 - PERSON RECEIVING THE WASTE ('TRANSFeree')

BIFFA WASTE SERVICES LIMITED (Company Registration 946107 - registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no ROC UT 714. Issued by the NIEA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CBDU104360 previously CB/WE5237GH), issued by the E.A.

I warrant that I have fulfilled my duty to apply the waste hierarchy as required by the revised European Waste Framework Directive	
	
Authorised signature of Biffa Waste acting as agent of the Transferor	for and on behalf of Biffa Waste Services Limited ("Biffa")
DAVID BIRD 03/02/2022	DAVID BIRD 03/02/2022
Name Date	Name Date
Where the Transferor has signed the Transfer Note it authorises Biffa to act as its agent for the purposes of administering the Transfer Note which shall include but not be limited to, checking, amending, updating, replacing, renewing and signing the Transfer Note as agent for the Transferor.	



3898
TNT-CAR/DUP/95587 *7/2/3898/31550 00167A

METRO ENG. & PLATING WORKS LTD
UNIT 3 CHARTRIDGE DEVELOPMENT
ESKDALE ROAD
UXBRIDGE
MIDDLESEX
UB8 2RT

05/03/23

New Transfer Note enclosed

Please find enclosed your new Waste Transfer Note which is valid for the next year. It is a legal requirement for you to keep this for 3 years so please store it safely.

If any information on this Transfer Note is incorrect or incomplete please contact us IMMEDIATELY so we can make the changes and issue a new Transfer Note

What next?

As we look after all aspects of your Transfer Note administration you will not need to do anything for another year, at which point we will contact you again to check the details on the Transfer Note remain correct and complete. If at any time any of the details on your Transfer Note change please contact us. Should you need any help understanding your Transfer Note, guidance notes can be found on our website at www.biffa.co.uk/-/media/files/Other/WTN-Guidelines

Why do I need a Transfer Note?

A Transfer Note is a document required by law, (the Environmental Protection Act (1990) and subsequent regulations) to allow Biffa to collect waste from your site and to show you are passing your waste on to a business which has the appropriate licence to collect waste. It must include enough information about you, the type of waste being produced, whether it has been pre-treated (separated from other waste, for example by removing recyclable material from it) and how it is contained so that Biffa can ensure it is handled and recycled, recovered or disposed of safely. It also includes information about Biffa and our licence number.

You can be asked to present your Transfer Note to the Environment Agency or your local Council at any time, so it is important you have a copy of it and that it is kept up to date. You are also required by law to keep your Waste Transfer Note for a period of 3 years.

Questions?

If you have any questions, or require further assistance, please contact us on EPA@biffa.co.uk or **0800 601 601** (Monday to Friday 8.00 - 17.30, excluding public holidays).

Yours faithfully,

Maxine Mayhew
Chief Operating Officer - Collections

Customer Services - We're here to help
0800 601 601 services@biffa.co.uk Monday to Friday, 8.00am to 5.30pm excluding public holidays

Biffa Waste Services Limited:
Registered Office: Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ
Registered in England & Wales Company No: 00946107 VAT No: 537 9116 27

Manage your
account online
at biffa.co.uk
Sign up today!



2222153-1-26100000-20150

Biffa**CONTROLLED WASTE DESCRIPTION AND TRANSFER NOTE**

***** Complete in BLACK INK only *****

Part 1

Depot/Contract No: 581/2222153*1*26100000

Account No: M20789

Container Description: 26.8 Cu M Open Bc for General Waste

No of Containers on Site 1

No of Collections per week 1

a. Describe the Waste (See Guidance Notes)

Inert

☐

Non-Hazardous

☒

Hazardous / Special Waste (Scotland)

☐

Liquid Waste

☐

Excluded Waste

☐

LOW/EWC CODE

2 0 0 3 0 1

WRITTEN DESCRIPTION OF THE WASTE (See Guidance Notes)

b. c: SWEEPINGS PACKAGING WOOD METALS PLASTICS

If the LOW/EWC Code and written description have not been entered please complete this section in the Guidance Notes.
FAILURE TO COMPLETE THE ABOVE SECTIONS WILL RESULT IN THE TRANSFER NOTE BEING RETURNED.

If the LOW/EWC code and written description have been pre-printed on this form it is based on information previously supplied, please carefully check the details. If they are incorrect please enter any amendments in section d and e. (highlighted in grey) below.

d. ☐ ☐ ☐ ☐ ☐ ☐

e:

1. Please state the nature of your business (e.g. activity(ies) undertaken, goods or services provided):
2. SIC (2007) (please amend if incorrect) 25.61 TREATMENT AND COATING OF METALS
3. Date of collection/transfer (for multiple transfers, give "between" dates – unless notified otherwise subject to max. 12 months) 01/03/23 TO 29/02/24

Part 2

Current Holder of the Waste ("Transferor")

Customer

Name METRO ENGINEERING AND PLATING

Address WORKS LTD. UNIT 3 CHARTRIDGE

DEVELOPMENT ESKDALE RD UXBRIDGE UB8 2RT

Collection Site (place of transfer)

Name METRO ENG. & PLATING WORKS LTD

Address UNIT 3 CHARTRIDGE DEVELOPMENT ESKDALE

ROAD UXBRIDGE MIDDLESEX UB8 2RT

a. Are you the producer of the waste? If yes, ignore questions (c) and (d)

Yes ☒ No ☐

b. Have you imported the waste?

Yes ☐ No ☒

c. Are you the holder of a License (WML), Permit or Env Permit?

Yes ☐ No ☐

If yes, please state reference number and issuer:

d. Are you exempt from the requirement to have a License (WML) or Permit?

Yes ☐ No ☐

If yes, give reason: (see Guidance Notes)

e. If you are a Registered Broker please enter details below:

Registration No

Issuing Authority

Expiry Date

Part 3

Pre-Treatment Declaration

a. Do you currently segregate/recycle any of your Waste? Yes ☒ No ☐

Part 4. Person Receiving the Waste ("Transferee") BIFFA WASTE SERVICES LIMITED (Company Registration 946107 – registered in England) of Coronation Road, Cressex, High Wycombe, Buckinghamshire, HP12 3TZ who is, in relation to collection sites in Northern Ireland, a Registered Waste Carrier, Registration no. ROC UT 714. Issued by the NIEA and, in relation to all other sites, a Registered Waste Carrier and Broker, Registration CBDU104360 previously CB/WE5237GH, Issued by the E.A.

Where the transferor has signed the Transfer Note it authorises Biffa to act as its agent for the purposes of administering the Transfer Note which shall include but not be limited to, checking, amending, updating, replacing, renewing and signing the Transfer Note as agent for the Transferor.

I warrant that I have fulfilled my duty to apply the waste hierarchy as required by the revised European Waste Framework Directive.

Authorised signature(s) of Transferor

MAXINE MAYHEW

Names(s) (please print).

05/03/23

Date

for and on behalf of Biffa Waste Services Limited

MAXINE MAYHEW

Name (please print).

05/03/23

Date

This is a legal document: You are obliged to keep your copy of this document for at least 3 years from the start date (see Question 2).

CUSTOMER COPY

STATUTORY DECLARATION
OF
MARK CHARLES ETHERIDGE
EXHIBIT MCE 5

Biffa Container dated Google Street View Photographs

Metro Engineering and Plating Works Ltd

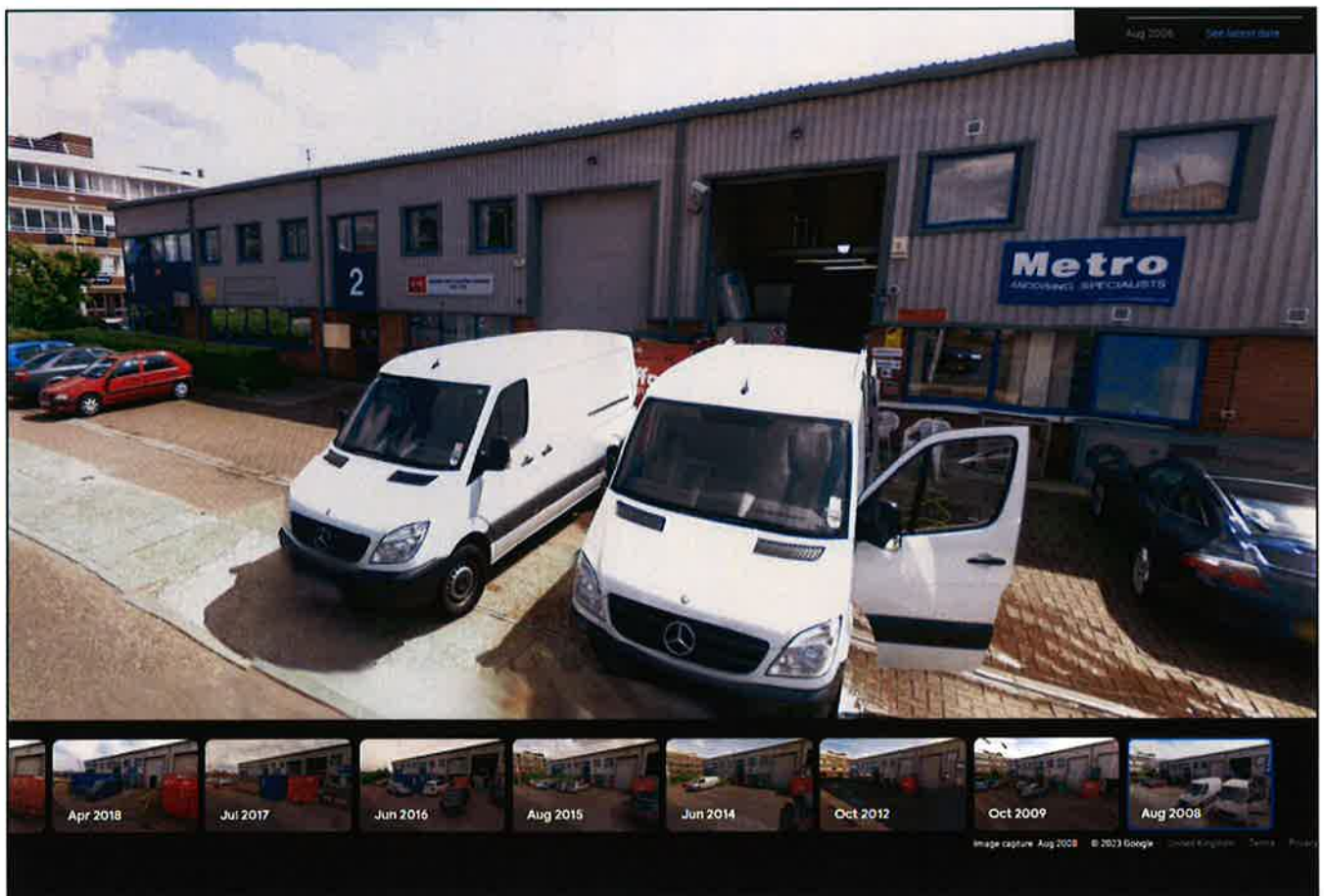
Unit 3 Chartridge Development, Eskdale Road, Uxbridge, UB8 2RT

The following dated photos from Google Street view, should be read in conjunction with the relevant Statutory Declaration. These photos demonstrate that there have been Biffa containers located to the front of Unit 3 Chartridge Development, Eskdale Road, Uxbridge, UB8 2RT for longer than four years.

Please note that the Google Street view photos only date back to 2008 and are not consistent, however the Biffa containers have been in place since 2003. The Biffa containers highlighted in these photos are of varying sizes, which are emptied by Biff on a regular basis.

Google Street View Photographs

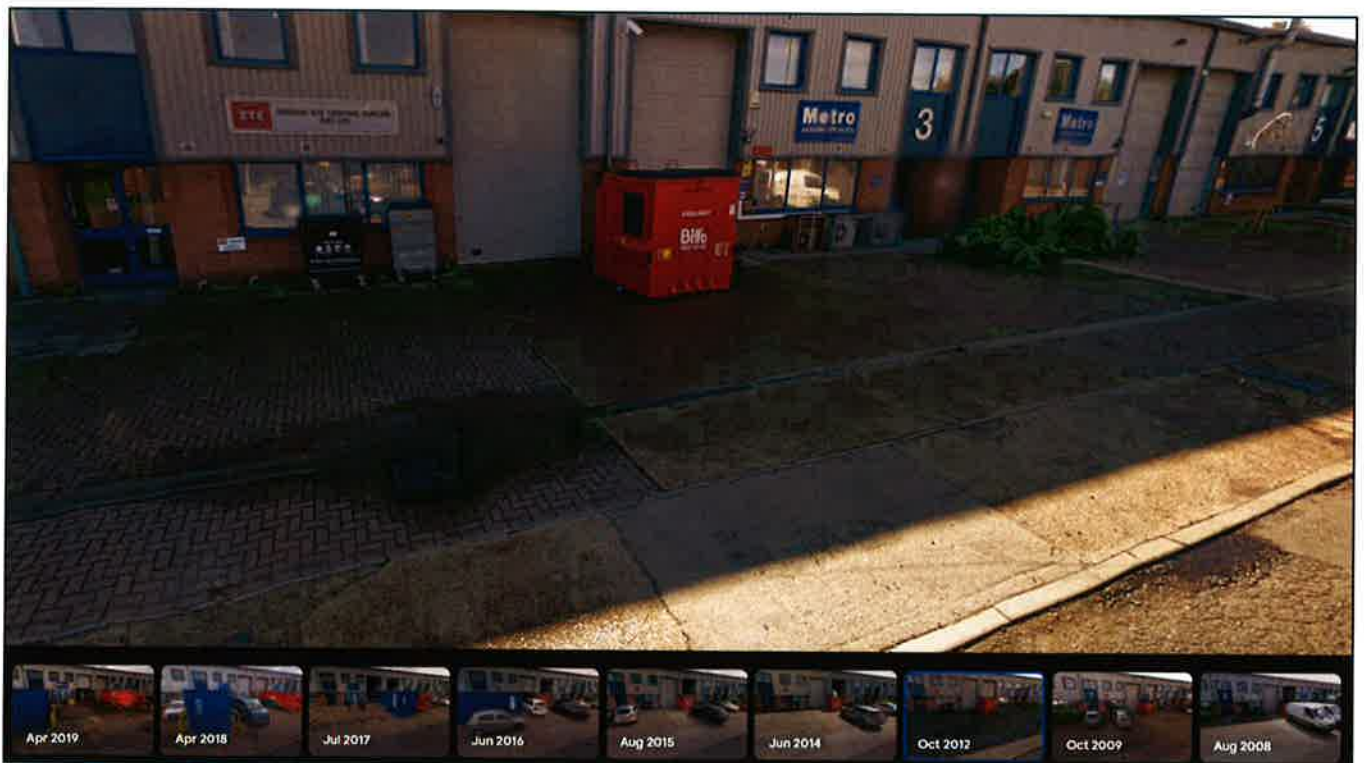
2008



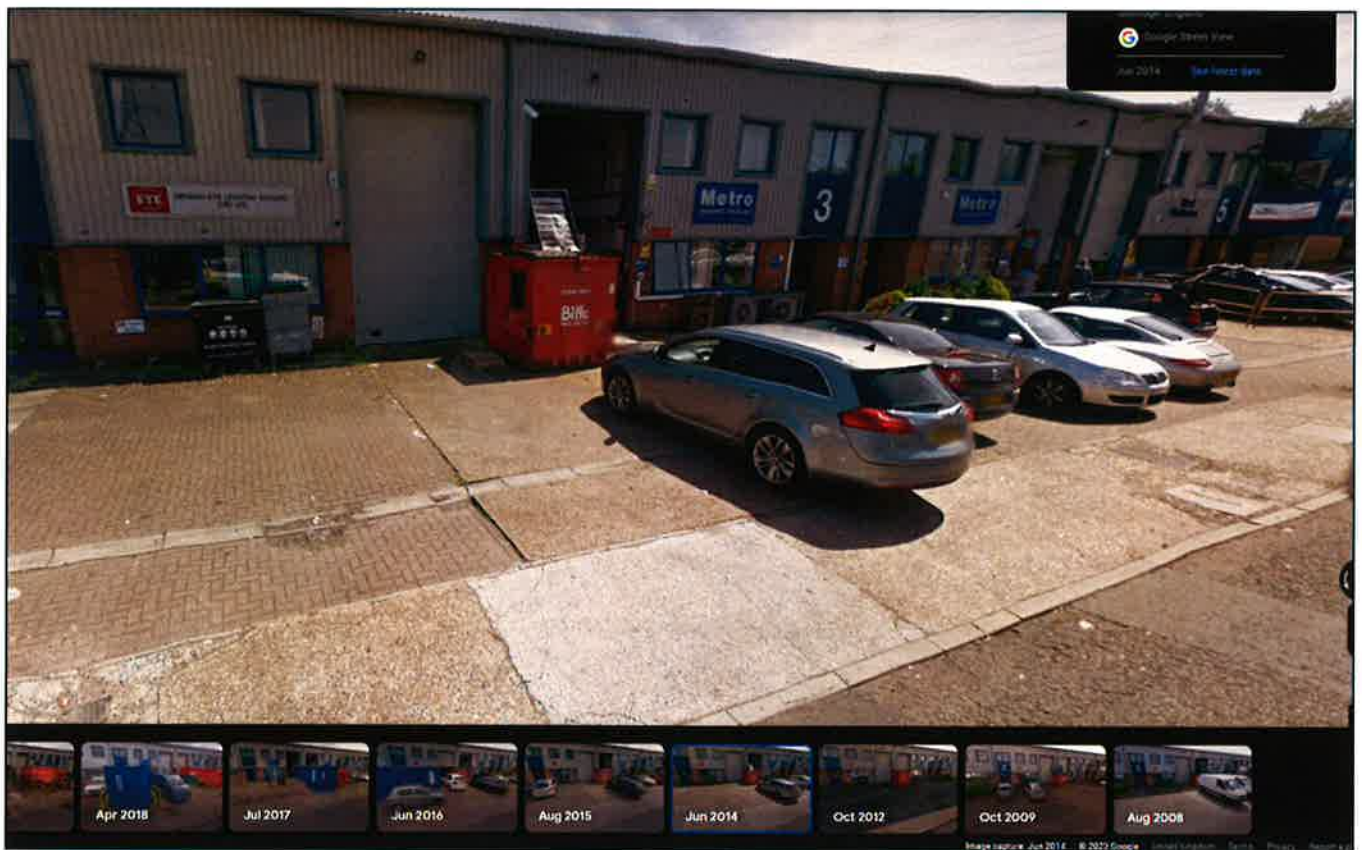
2009



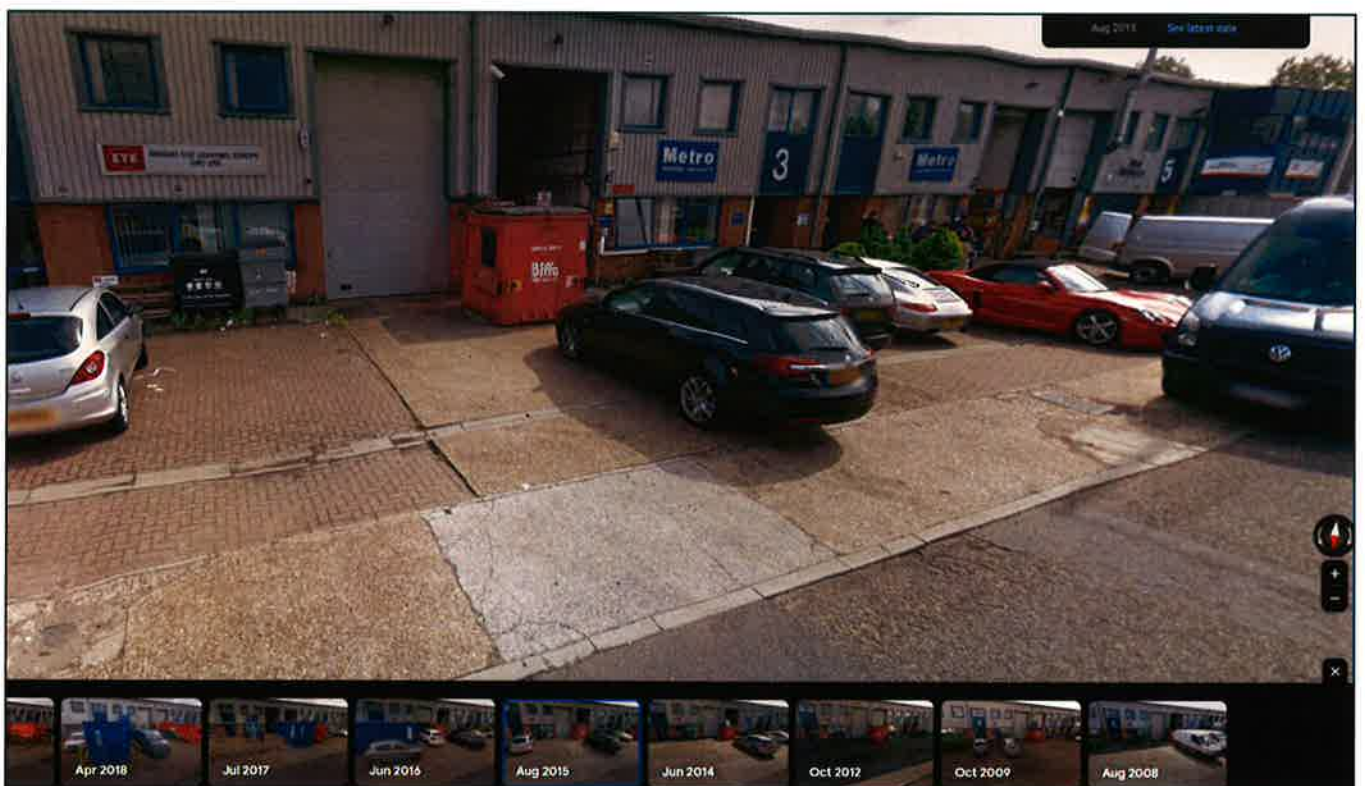
2012



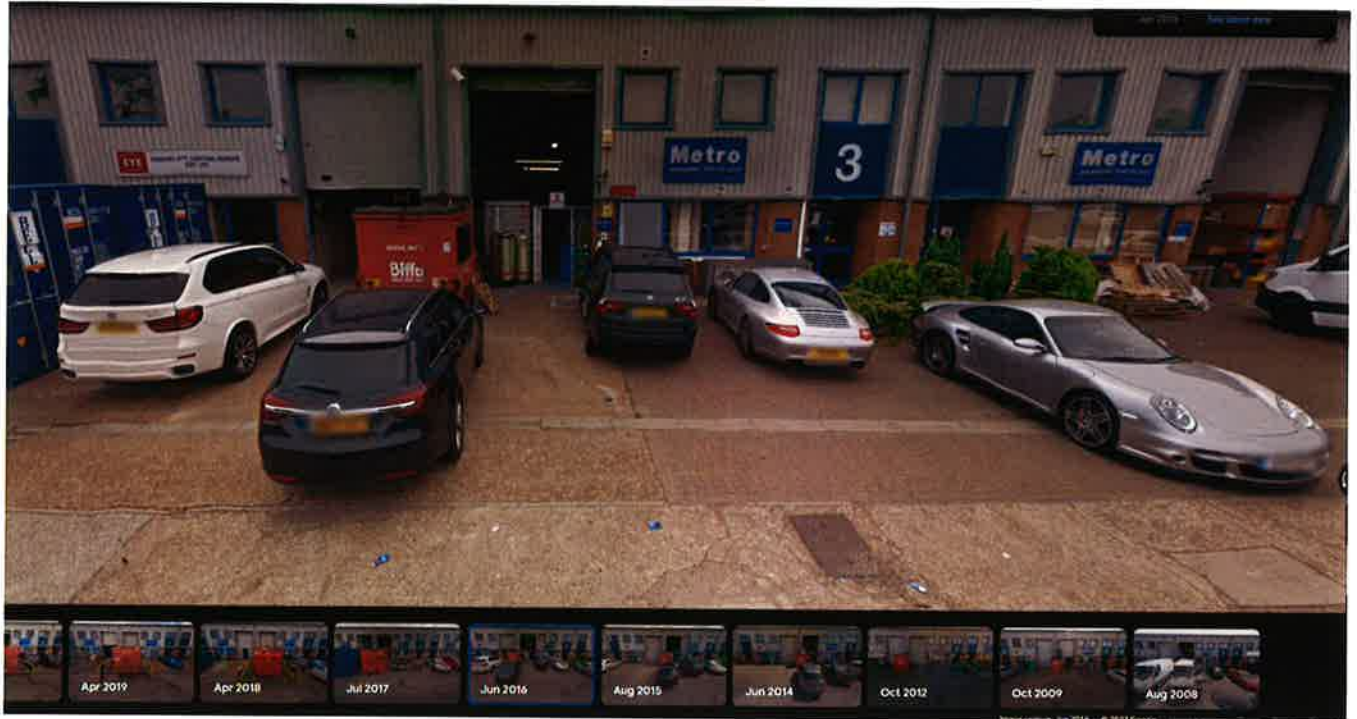
2014



2015



2016



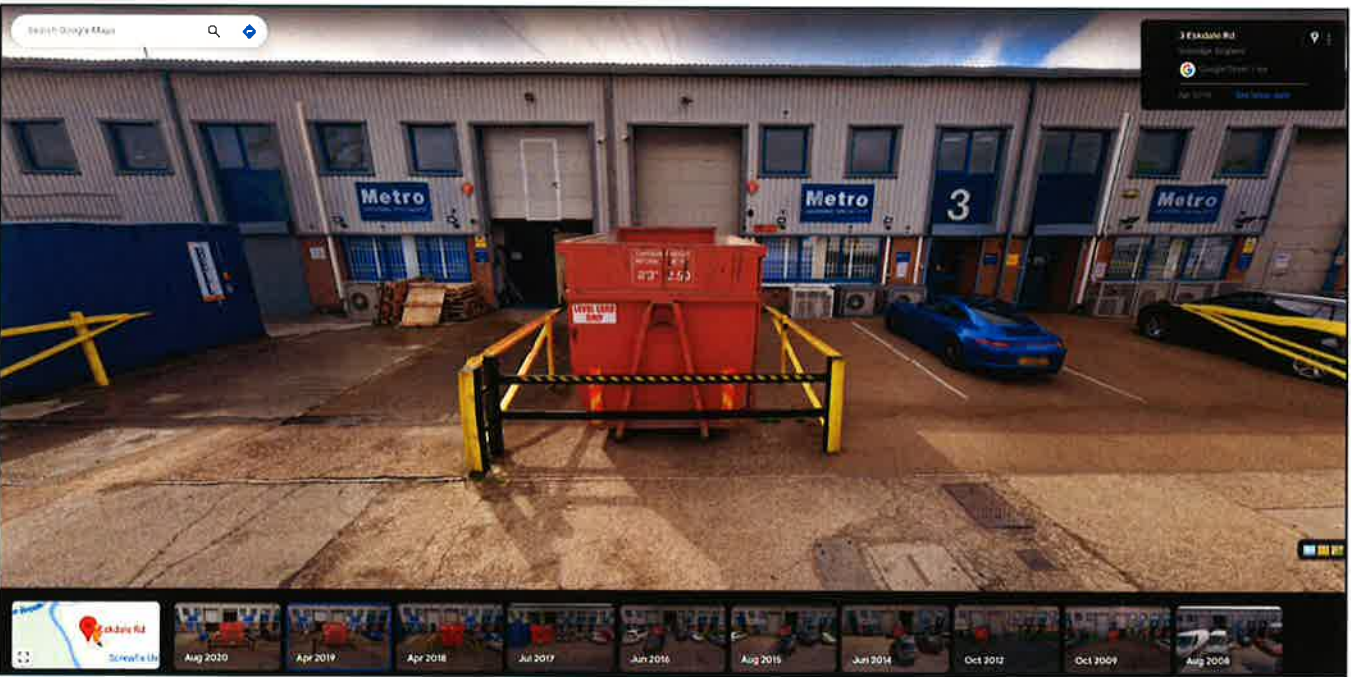
2017



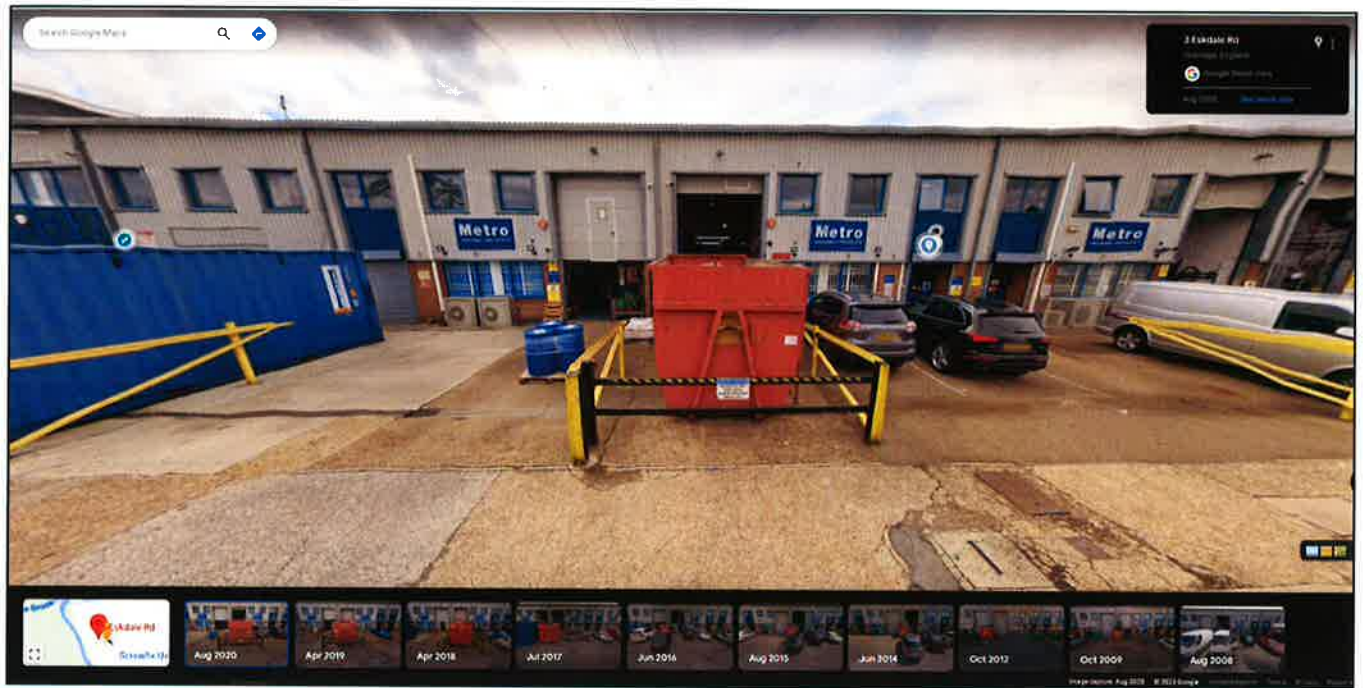
2018



2019



2020



SPECIAL DELIVERY

Mr Luke Saxby
Metro Engineering and Plating Works Ltd
Unit 3 Chartridge Development
Eskdale Road
Uxbridge
Middlesex
U88 2RT

Our Ref: IN//M10292/1
Document ID: 41462831
29th August 2023

Dear Luke

RE: Certificate of Lawful Established Use Application for Land at Unit 3 Chartridge Development, Eskdale Road, Uxbridge, Middlesex U88 2RT

Please find attached the following:

1. Statutory Declaration of Mark Etheridge
2. Five Exhibits of Mark Etheridge
3. Statutory Declaration of Simon Etheridge
4. Statutory Declaration of Dave McIntosh
5. Statutory Declaration of Chris Davis
6. One Exhibit of Chris Davis

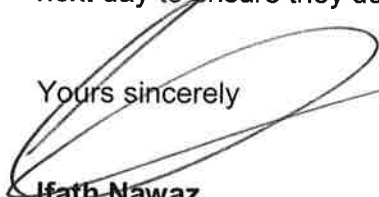
Each of the persons who have made the statutory declaration now need to take their statutory declaration to an independent solicitor and have them witness the statutory declaration and sign it. I am sending you Chris's statutory declaration as well as it may be better for you to organise for him to go to the solicitor to swear this statutory declaration. It is in separate envelope so you can drop it to him and let him know the arrangements you are making for signing

There will be a fee for each one and for each exhibit.

I have spoken with Mr Andrew Lindsay of HAL solicitors, 8 High Street, Uxbridge. He will be able to do these, this week, you just need to email him to make the appointments. His email is andrew@hal-solicitors.co.uk. I know Mark's is the most urgent as he is going on leave.

Once these are signed, then they will need to be sent to Abraham Laker at Rapleys, 66 St James's Street, London SW1A 1NE. They should be sent by recorded delivery to arrive the next day to ensure they do not get lost.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ifath Nawaz', written over the 'Yours sincerely' text.

Ifath Nawaz
Setfords Solicitors
inawaz@setfords.co.uk

STATUTORY DECLARATION
OF
SIMON JOHN ETHERIDGE

I, **SIMON JOHN ETHERIDGE**, of Broadacres, Old Shire Lane, Chorleywood, Rickmansworth WD3 5PW do solemnly and sincerely declare that:

1. I am one of the Directors of Metro Engineering and Plating Works Ltd, Company Registration No. 00422946 ("the Company"). The registered office of the Company is Unit 3 Chartridge Development, Eskdale Road, Uxbridge, Middlesex UB8 2RT.
2. My grandfather, Charles Fredrick Etheridge, established the Company on 4th November 1946 and moved the business to the Uxbridge Trading Estate in the 1950's. My father, Arthur John Etheridge, under the banner of Metro Plating Engineering & Plating Works Limited, acquired the current site in the late 1980's and the Company built the five units at Chartridge Development pursuant to the planning permission reference No. 35221A/89/73 dated 28th November 1989. The buildings were completed in between November 1990 and February 1991 and Plan No. 1173/02 shows the layout of the buildings, attached as Exhibit MCE 1 to the Statutory Declaration of Mark Etheridge. The Company has been run as a family business from this premises ever since and has supported the local community and currently provides jobs for around 70 people.
3. I was appointed as a Director of the Company prior to 31st December 1990.
4. On completion of the construction of Chartridge Development in 1990, Unit 5 was immediately sold to West Middlesex Plating to partially finance the building cost. The Company operated solely from Unit 3 from 1990 until 2013, leasing out the remaining Units 1,2,& 4 to various tenants before selling Unit 1 to Globe Exhibitions Ltd in December 2000.
5. During 2013, the tenants moved out of Unit 4 and the Company expanded its operations into that Unit to cope with the increasing level of business. During mid-2016, the Company further expanded into Unit 2 following the tenant's decision to vacate the premises at the end of 2015. The Site Location Plan showing the three units is attached as Exhibit MCE 2 to Mark Charles Etheridge's Statutory Declaration.

6. The background and description of the storage of the skips and containers is set out in detail in Mark Charles Etheridge's Statutory Declaration. I have read the Statutory Declaration of Mark Charles Etheridge and confirm that the facts stated therein are correct and I support his declaration.
7. I can confirm that The Company has stored Biffa containers in the location edged blue, ("the Container Site") on the Plan attached as Exhibit MCE 2 to Mark Charles Etheridge's Statutory Declaration for general office waste and light industrial waste outside Unit 3 since 2003. The skips/containers have been stored on site continuously since 2003 and are emptied on a regular basis by Biffa throughout this period.
8. From 2003 to July 2005 the Biffa containers stored on the Container Site were 6.1 cubic metres skips, and from July 2005 to 2016 the Company changed the size of the skips to 8 cubic metres skips and these were emptied by the Biffa company on a weekly basis, until 2014 when the increasing amount of waste required collection twice a week. The Biffa Controlled Waste and Transfer Notes from 2003 to 2016 are attached as Exhibit MCE 3 to Mark Charles Etheridge's Statutory Declaration. These show clearly that the skips/containers were stored on the Container Site in front of Unit 3 Chartridge Development, Eskdale Road, Uxbridge.
9. In 2017, the container was changed to a 26.8 cubic metres skip due to the demands of the business and on 21st October 2022, this was replaced with a 26.8 cubic metre waste compactor, which again was located outside Unit 3 on the Container Site. Since 2017 to date, the Container Site has been used for the storage of the container/compactor for a total period of 6 years following the period of 14 years when the Container Site was used for the smaller the skips. Attached as Exhibit MCE 4 to Mark Charles Etheridge's Statutory Declaration the Biffa Controlled Waste and Transfer Notes from 2017 to date.
10. I can confirm that from working at the site I have always seen the skips and compactor in the Container Site continuously and without interruption since 2003 to date. The Company has always operated within the permission granted.

and I make this solemn **declaration** conscientiously believing the same to be true and by virtue of the **Statutory Declarations Act 1835**.

Signature of declarant.....

Declared at Uxbridge Minor
on

12 September 2023

Before me. Angela Lindsay Solicitor

HAL SOLICITORS
8 HIGH STREET
UXBRIDGE
MIDDx UB8 1JN
TEL 01895 251700/270807
FAX 01895 590207

before me

Signed.....”

SPECIAL DELIVERY

Mr Chris Davis
Berkeley Precision Engineering Ltd
3B Eskdale Road
Uxbridge
Middlesex
U88 2RT

Our Ref: IN//M10292/1
Document ID: 41462831
29th August 2023

Dear Chris

RE: Certificate of Lawful Established Use Application for Land at Unit 3 Chartridge Development, Eskdale Road, Uxbridge, Middlesex U88 2RT by Metro Engineering and Plating Works Ltd

I refer to the abovementioned matter and now attach:

1. Statutory Declaration of Chris Davis
2. One Exhibit of Chris Davis

Each of the persons who have made the statutory declaration now need to take their statutory declaration to an independent solicitor and have them witness the statutory declaration and sign it. There will be a fee and for each exhibit and you may wish to attend with Mark Etheridge when he signs his.

I have spoken with Mr Andrew Lindsay of HAL solicitors, 8 High Street, Uxbridge. He will be able to do these, this week, you just need to email him to make the appointments. His email is andrew@hal-solicitors.co.uk.

Once you have signed and had yours witnessed, please return to Luck Saxby who will forward them to me.

Yours sincerely


Ifath Nawaz
Setfords Solicitors
inawaz@setfords.co.uk

STATUTORY DECLARATION
OF
CHRISTOPHER JOHN DAVIS

I, **CHRISTOPHER JOHN DAVIS**, of Berkley Precision Engineering Limited, of 3B, Eskdale Road, Uxbridge, Middlesex UB8 2RT do solemnly and sincerely declare that:

1. I am the owner and the sole Director of Berkley Precision Engineering Limited, which is very close in proximity to Metro Engineering and Plating Works Ltd being 3B Eskdale Road, Uxbridge.
2. Berkley Precision Engineering Limited ("Berkley") has been operating from this location since 2001 to date and I have been running my company personally throughout this period and have worked full time at Berkeley which means being on the premises every working day of the week.
3. I am aware that Metro Engineering and Plating Works Ltd are submitting an application to establish to the London Borough of Hillingdon, the fact that they have stored skips and containers in the location shown edged blue on the plan, attached as Exhibit CD1, over a long period of time and am making this declaration in support of the application due to my own personal knowledge of the facts.
4. I confirm that I have used Metro Engineering and Plating Works Ltd as a sub-contractor since Berkley was located at a site in Slough and since moving to our current address on 2001.
5. Throughout my dealings with Metro Engineering and Plating Works Ltd, I have known them to be based at Unit 3 Chartridge Development, Eskdale Road, Uxbridge, Middlesex UB8 2RT and understand that they have been located here since the 1990s. They operate from a number of the units.
6. I can confirm that since moving to our site, I have always seen a skip or a container located outside Unit 3, as shown on Exhibit CD1 and edged blue, from where Metro Engineering and Plating Works Ltd operate and run their business. A skip/container has been stored in the said location on their site permanently and without interruption from 2001 to the present date, as I have witnessed daily due to driving past the site every day to get to and from my own business.

7. I can also confirm that other traders on the estate also have skips/containers located on and around their premises permanently.
8. I can also confirm that Metro Engineering and Plating Works Ltd.'s units are the best-maintained units on the development, as they never have piles of rubbish or empty boxes left outside their units, unlike others on the development. The parking area and fascia of their building are also very well maintained and kept in excellent condition, which adds to the value and prestige of the development and estate.

and I make this solemn **declaration** conscientiously believing the same to be true and by virtue of the **Statutory Declarations Act 1835**.

Signature of declarant.....

Declared at *HAL SOLICITORS Uxbridge Middlesex*
on *31 AUGUST 2023*
before me
Signed.....

Andrew Lindsay

Solicitor

HAL SOLICITORS
8 HIGH STREET
UXBRIDGE
MIDDX UB8 1JN
TEL 01895 251700/270907
FAX 01895 590207

STATUTORY DECLARATION
OF
CHRISTOPHER JOHN DAVIS
EXHIBIT CD 1

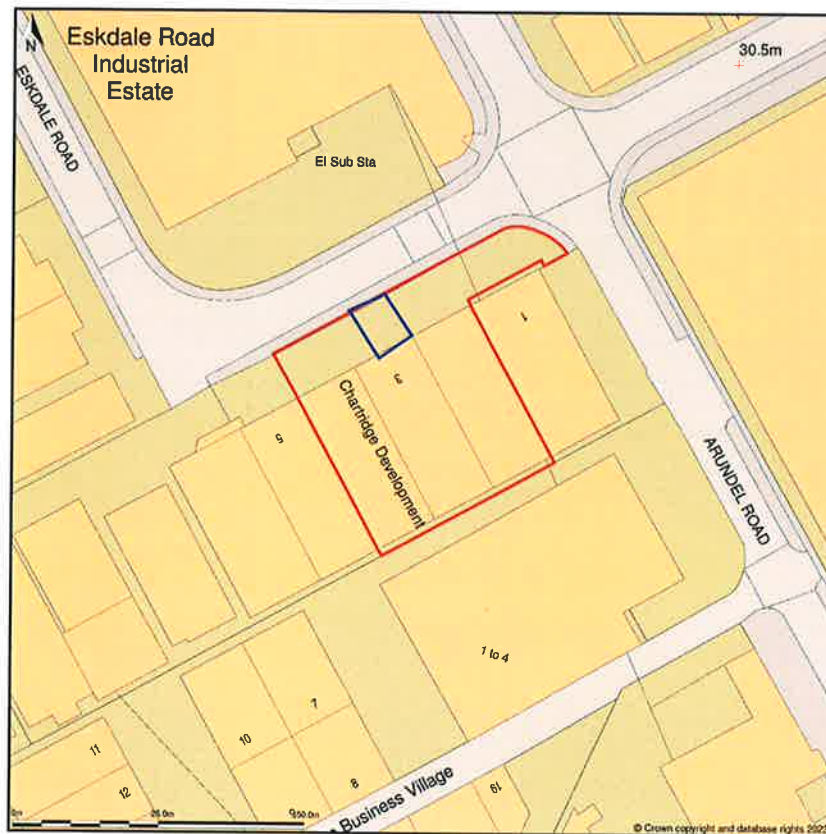
A large, stylized handwritten signature in black ink, appearing to read 'Chris Davis'.A handwritten signature in black ink, appearing to read 'Andrew Lindsay'.

Andrew Lindsay

Solicitor

HAL SOLICITORS
8 HIGH STREET
UXBRIDGE
MIDDX UB8 1JN
TEL 01895 251700/270807
FAX 01895 580207

Unit 3, Chartridge Development, Eskdale Road, Uxbridge, Hillingdon, UB8 2RT



Location Plan shows area bounded by: 504582.37, 183030.17 504723.79, 183171.6 (at a scale of 1:1250), OSGridRef: TQ 4658310. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

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STATUTORY DECLARATION
OF
DAVID ROY MCINTOSH


I, **DAVID ROY MCINTOSH**, of Metro Engineering and Plating Works Ltd, Company Registration, Unit 3 Chartridge Development, Eskdale Road, Uxbridge, Middlesex UB8 2RT do solemnly and sincerely declare that:

1. I am the Production Manager of Metro Engineering and Plating Works Ltd, Company Registration No. 00422946 ("the Company"). The registered office of the Company is Unit 3 Chartridge Development, Eskdale Road, Uxbridge, Middlesex UB8 2RT.
2. I was appointed as a Jigger on a full time basis on 2nd June 1992, and my role involved placing parts on to the fixtures ready for the anodising process. I worked in this role until January 1993, when I was appointed as the Production Manager and my work involves scheduling daily work loadings for all the products we anodise.
3. I confirm that I have been employed on a full time basis and attended the premises throughout the period of my employment since 1992.
4. The background and description of the storage of the skips and containers is set out in detail in Mark Charles Etheridge's Statutory Declaration. I have read the Statutory Declaration of Mark Charles Etheridge and confirm that the facts stated therein are correct and I support his declaration.
5. I can confirm that the Company has stored Biffa containers in the location edged blue, ("the Container Site") on the Plan attached as Exhibit MCE 2 to Mark Charles Etheridge's Statutory Declaration for general office waste and light industrial waste outside Unit 3 since 2003. The skips/containers have been stored on site continuously since 2003 and are emptied on a regular basis by Biffa throughout this period.
6. From 2003 to July 2005 the Biffa containers stored on the Container Site were 6.1 cubic metres skips, and from July 2005 to 2016 the Company changed the size of the skips to 8 cubic metres skips and these were emptied by the Biffa company on a weekly basis, until 2014 when the increasing amount of waste required collection twice a week.

7. In 2017, the container was changed to a 26.8 cubic metres skip due to the demands of the business and on 21st October 2022, this was replaced with a 26.8 cubic metre waste compactor, which again was located outside Unit 3 on the Container Site. Since 2017 to date, the Container Site has been used for the storage of the container/compactor for a total period of 6 years following the period of 14 years when the Container Site was used for the smaller the skips
8. I can confirm that from working at the site I have always seen the skips and compactor in the Container Site continuously and without interruption since 2003 to date.

and I make this solemn **declaration** conscientiously believing the same to be true and by virtue of the **Statutory Declarations Act 1835**.

Signature of declarant.....

Declared at HAL SOLICITORS, UXBRIDGE, MIDDLESEX
on 31 AUGUST 2023
before me
Signed.....

ANDREW LINDSAY
SOLICITOR

HAL SOLICITORS
8 HIGH STREET
UXBRIDGE
MIDDX UB8 1JN
TEL 01895 251700/270907
FAX 01895 590207

STATUTORY DECLARATION
OF
MARK CHARLES ETHERIDGE

I, **MARK CHARLES ETHERIDGE**, of 16 Queen Elizabeth Crescent, Beaconsfield, Buckinghamshire HP9 1BX do solemnly and sincerely declare that:

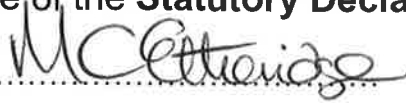
1. I am one of the Directors of Metro Engineering and Plating Works Ltd, Company Registration No. 00422946 ("the Company"). The registered office of the Company is Unit 3 Chartridge Development, Eskdale Road, Uxbridge, Middlesex UB8 2RT.
2. My grandfather, Charles Etheridge, established the Company in November 1946 and moved the business to the Uxbridge Trading Estate in the 1950's. My father, Arthur Etheridge, under the banner of Metro Plating, acquired the current site in the late 1980's and the Company built the five units at Chartridge Development pursuant to the planning permission reference No. 35221A/89/73 dated 28th November 1989. The buildings were completed in early 1990 and Plan No. 1173/02 shows the layout of the buildings, attached as Exhibit MCE 1. The Company has been run as a family business from this premises ever since and has supported the local community and currently provides jobs for around 70 people.
3. I was appointed as a Director of the Company in 1990, and qualified as a Chartered Accountant in April 1992. I joined the Company on a part-time basis in May 2000, increasing to a full-time basis as Finance Director in January 2004.
4. On completion of the construction of Chartridge Development in 1990, Unit 5 was immediately sold to West Middlesex Plating to partially finance the building cost. The Company operated solely from Unit 3 from 1990 until 2013, leasing out the remaining Unit 1, 2, & 4 to various tenants before selling Unit 1 to Globe Exhibitions Ltd in December 2000.
5. During 2013, the tenants moved out of Unit 4 and the Company expanded its operations into that Unit to cope with the increasing level of business. During mid-2016, the Company further expanded into Unit 2 following the tenant's decision to vacate the premises at the end of 2015. Again, this decision was driven by the continual increase in the size of the business and

number of employees. Site Location Plan showing the three units is attached as Exhibit MCE 2.

6. The Company has stored Biffa containers in the location edged blue, ("the Container Site") on the Plan attached as Exhibit MCE 1 for general office waste and light industrial waste outside Unit 3 since 2003. The skips/containers have been stored on site continuously since 2003 and are emptied on a regular basis by Biffa throughout this period.
7. From 2003 to July 2005, the Biffa containers stored on the Container Site were 6.1 cubic metres skips, and from July 2005 to 2016 the Company changed the size of the skips to 8 cubic metres skips and these were emptied by the Biffa company on a weekly basis, until 2014 when the increasing amount of waste required collection twice a week. I attach the Biffa Controlled Waste and Transfer Notes from 2003 to 2016 as Exhibit MCE 2. These show clearly that the skip/container was stored outside Unit 3 Chartridge Development, Eskdale Road, Uxbridge.
8. In 2017, the container was changed to a 26.8 cubic metres skip due to the demands of the business and on 21st October 2022, this was replaced with a 26.8 cubic metre waste compactor, which again was located outside Unit 3 on the Container Site. Since 2017 to date, the Container Site has been used for the storage of the container/compactor for a total period of 6 years following the period of 14 years when the Container Site was used for the storage of the smaller skips. I attach as Exhibit MCE 3 the Biffa Controlled Waste and Transfer Notes from 2017 to date.
9. I also attach photos from Google Street for the years 2008, 2009, 2012, 2014, 2015, 2016, 2017, 2018, 2019, 2020 and 2021 which support my evidence, attached as Exhibit MCE 4. The photographs for 2010, 2011 and 2014 were not available but I confirm that skip was stored throughout those periods as well.
10. I can confirm that from working at the site I have always seen the skips and compactor in the Container Site continuously and without interruption since 2003 to date. The planning permission reference number 35221A/89/73 does not contain any conditions or restrictions prohibiting storage of skips or containers or any other kind of storage and the Company has always operated within the permission granted.
11. This position can be verified and supported by family members and employees who have worked at the site since 1990 and my declaration is supported in this by the statement of my brother and Co-Director, Simon Etheridge, and the Company's Production Manager, Dave McIntosh.

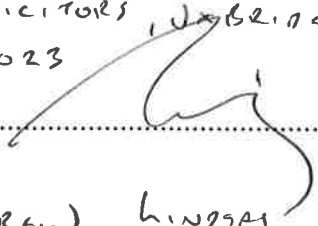
and I make this solemn **declaration** conscientiously believing the same to be true and by virtue of the **Statutory Declarations Act 1835**.

Signature of declarant.....



Declared at HAL SOLICITORS, UXBIDGE, MIDDLESEX
on 31 AUGUST 2023
before me

Signed.....



ANDREW LINGARD
SOLICITOR

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